

Southwest Region  
Human Resources Development Division

DCPDS Guide for Uploading Mass Updated Training  
(Change Screen View to Print Layout)

Table of Content:

<a href="#">Purpose</a> .....	pg.2
<a href="#">Highlighted Features &amp; Change</a> .....	pg.2
<a href="#">What gets updated?</a> .....	pg.2
<a href="#">Outline of process</a> .....	pg.2
<a href="#">Preparing your Mass Update Excel Spreadsheet</a> .....	pgs.3 - 6
<a href="#">Formatting your Mass Update Excel Spreadsheet</a> .....	pgs.7 - 16
<a href="#">Saving your Mass Update Excel Spreadsheet</a> .....	pgs.17
<a href="#">Uploading Mass Updated Excel Spreadsheets into DCPDS</a> .....	pgs.18 - 19
<a href="#">Login Access to DCPDS</a> .....	pgs.20 - 25
<a href="#">Navigation through DCPDS into Oracle Applications</a> .....	pgs.26 - 27
<a href="#">Processing Mass Update Spreadsheets with Oracle Applications</a> .....	pgs.28 - 34
<a href="#">Error Screen</a> .....	pg.35
<a href="#">Successful Upload Screen</a> .....	pgs.36 - 39
<a href="#">Error Reports</a> .....	pgs.40 - 42

**Purpose** This document provides instructions for using the mass update process to add records of completed training instances to employee records in DCPDS.

**Highlighted Features & Changes** 5 Jul 2005 (**changes are highlighted**):

- There is a new mass update processing form ([form used below](#)).
- Error messages are output to a report accessible from the View Requests window rather than in the Process Log.

24 Jun 2005: There have been substantial changes to the process used to update training records. Changes include:

- An “Alerts” section has been added about current problems and/or imminent changes.
- The term OTA is no longer being used.
- The responsibilities (“hats”) that can process updates into the database have changed.
- The “Report Samples” section has been removed.
- A section on correcting errors in the preview screen has been added.
- A section on checking employee training records has been added.
- Errors appearing in the process log are being compiled.

---

**What gets updated?** The following courses should be input: All government sponsored Formal and Mandatory training instances.

---

**Outline of process** The process for mass updating involves the following steps (additional detail is provided in subsequent sections):

Step	Action	Who does it
1	Prepare a spreadsheet of completed training instances	Various. Activity training coordinators, Regional HRDD staff, Managers or Admin Staff and CPAC staff.
2	Review the spreadsheet for accuracy, correct formatting, etc.	Training Coordinators & HRDD DCPDS POC
3	Convert (save as) the spreadsheet to a text (.csv) file	Training Coordinators & HRDD DCPDS POC
4	Run the mass update process	Training Coordinators & HRDD DCPDS POC
5	Correct errors	Training Coordinators

For additional information consult the Civilian Personnel Management Service (CPMS) [DCPDS User Guide](#) located on the Civilian Human Resource Agencies (CHRA) website <http://www.chra.army.mil/>. Module 7/ chapters 1-3 all pertain to mass update and completed training.

## DCPDS Guide for Uploading Completed and Mass Updated Training

### Preparing Your Mass Updated Excel Spreadsheet

Using the New Mass Updated Excel Spreadsheet; input **your** training information into the spreadsheet to be uploaded into DCPDS. Draw your attention to row 2 (highlighted by red arrow) in the screen below. Row 2 is an example line, and contains the format in which the training data should be input into the required Enterprise Human Resource Integration (EHRI) reporting fields. Now, did you notice on **your** spreadsheet that certain columns are highlighted?

It is mandatory that these highlighted columns be filled with information when completing **your** mass update spreadsheet. Instructions have been placed in each column heading as a guide for correct formatting and codes for each column. Scroll down through screens 1 – 4 to see the entire spreadsheet. After which, on **your** spreadsheet, take a moment and get familiar with the codes in each column heading highlighted in blue.

### Screen 1

#### Columns A - M

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Employee Name (1 - 30 characters)	SSAN	Start Date	End Date	Course Title	Duty Hour	Non Duty	Total Course	Crs Grade (1)	Date Withdrawn (11)	for Withdrawal	OPM Training Type (2)	Training Sub Type (2)
1	MONTEITH TRACY G	000000000	9-Oct-07	11-Oct-07	CONTRACTIN	40	0	40	S			3	3
2	Spielberg, Steven	348693497	24-Jul-08	24-Jul-08	COMPUTE	1	0	1	S			3	3
3	Buffet, Warren	263694566	3-Mar-08	3-Mar-08	OFFICE 20	8	0	1	S			3	3
4	Greenspan, Alan	485963126	14-Jul-08	14-Jul-08	DOD INFO	1	0	1	S			3	3
5	Trump, Donald	210568952	29-Jan-08	29-Jan-08	COMPBAT	1	0	1	S			3	3
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													

## Screen 2

### Columns M - AA

Microsoft Excel - Kovash, Vana 8-26-2008 (4)

File Edit View Insert Format Tools Data Approval Window Help

Type a question for help

Arial 10 B I U

B13

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
	Training Sub Type (2)	Training Source (1)	Training Type (3-5)	Acquisition School Source(2)	Method (1)	Priority Indicator (1)	Decision Source (1)	Purpose (2)	PCS Cost Indicator (1)	Local Code	Course Co	Activity Ty	Tuition Fee	Materials	Total Direct
1															
2	35	4	80000		J	8	1	3	1 Z				0	0	0
3	35	1	80000		J		1	3	1 Z				0	0	0
4	35	1	51000			8	1	3	1 Z				0	0	0
5	35	1	80000		J		1	3	1 Z				0	0	0
6	35	1	80000		J		1	3	1 Z				0	0	0
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															

Kovash, Vana 8-26-2008 (4)

Ready NUM SCRL

Start DCPDS Guide for Uploadi... DCPDS - Microsoft Outlook DCPDS Updated files Kovash, Vana 8-26-20...

8:26 AM

### Screen 3

#### Columns AB - AP

Microsoft Excel - Kovash, Vana 8-26-2008 (4)

File Edit View Insert Format Tools Data Approval Window Help

Type a question for help

Arial 10 B I U \$ % .00 .00

Reply with Changes... End Review...

B13

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1	Funded by Direct	PEO	Travel (1-E	Per Diem	Total Indir	Funded by	Funding S	Indirect PE	Total Cou	Non Gov C	Continued	Continued	Training A	Tmg Credit	Tmg Cr Ty Trn
2			0	0	0				0	0	NA		NA		4
3			0	0	0				0	0	NA		NA		4
4			0	0	0				0	0	NA		NA		4
5			0	0	0				0	0	NA		NA		4
6			0	0	0				0	0	NA		NA		4
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															

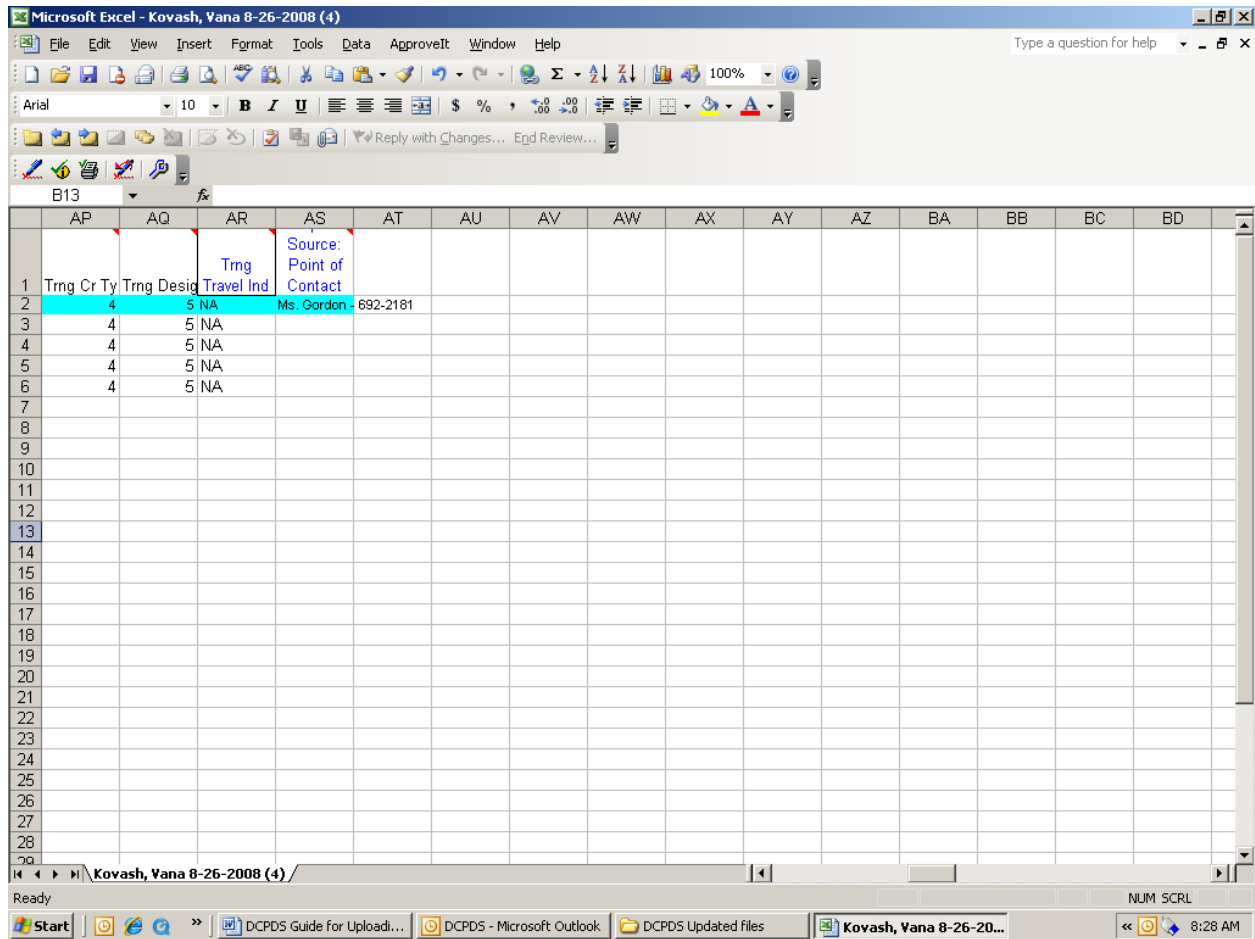
Kovash, Vana 8-26-2008 (4)

Ready NUM SCRL

Start DCPDS Guide for Upload... DCPDS - Microsoft Outlook DCPDS Updated files Kovash, Vana 8-26-20... 8:27 AM

## Screen 4

### Columns AP - AS



Microsoft Excel - Kovash, Vana 8-26-2008 (4)

File Edit View Insert Format Tools Data Approval Window Help

Type a question for help

Arial 10 B I U \$ % .00 .00

Reply with Changes... End Review...

B13

	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
1	Tmng Cr Ty	Tmng Desig	Tmng Travel Ind	Source: Point of Contact											
2	4	5 NA	Ms. Gordon	692-2181											
3	4	5 NA													
4	4	5 NA													
5	4	5 NA													
6	4	5 NA													
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															

Kovash, Vana 8-26-2008 (4)

Ready NUM SCRL

Start DCPDS Guide for Upload... DCPDS - Microsoft Outlook DCPDS Updated files Kovash, Vana 8-26-20... 8:28 AM

## Formatting

1. On **your** spreadsheet, click and select column A as shown on Screen 5. After selecting column A, hit the **Ctrl** key and **F** key on your key board to bring up the **Find and Replace** window. In the blank area of the **Find what** box, type in a comma and then click on the **Replace** tab at the top. Leave the **Replace with** box empty and click on the **Replace All** button at the bottom. Repeat this step again, but this time put a period in the **Find what:** box.

## Screen 5

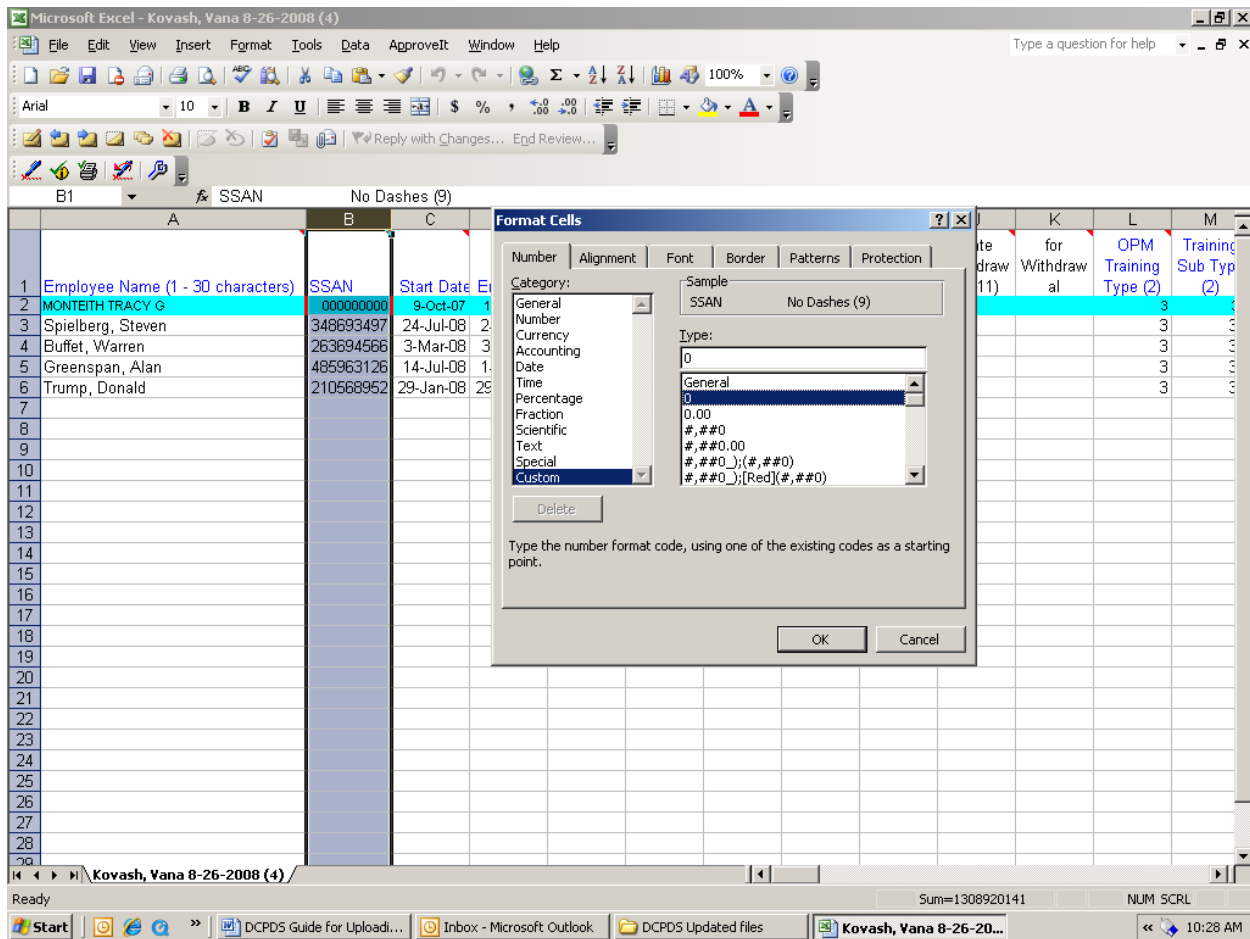
The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Kovash, Vana 8-26-2008 (4)". The spreadsheet has columns A through M. Column A is selected. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Employee Name (1 - 30 characters)	SSAN	Start Date	End Date	Course Title	Duty Hour	Non Duty	Total Course	Crs Grade (1)	Date Withdrawn (11)	for Withdrawal	OPM Training Type (2)	Training Sub Type (2)
1	MONTEITH TRACY G	00000000	9-Oct-07	11-Oct-07	CONTRACT	40	0	40	S			3	3
2	Spielberg, Steven	348693497	24-Jul-08	24-Jul-08	COMPUTE	1	0	1	S			3	3
3	Buffet, Warren	263694										3	3
4	Greenspan, Alan	485963										3	3
5	Trump, Donald	210566										3	3

The "Find and Replace" dialog box is open, showing the "Find" tab. The "Find what:" box contains a comma (,) and the "Replace with:" box is empty. The "Replace All" button is highlighted.

2. Select column B, and right click your mouse on the highlighted strip. When the shortcut menu pops up, locate and click on **Format Cells**. Now, you should have a window open resembling that of the window on **Screen 6**. At the bottom of the category list, locate and click the **Custom** selection. Under the **Type:** heading, click on the single **0** digit. Next, type in 9 zeros in the box under the **Type:** heading then click **Okay**.

## Screen 6



Your screen should look like **Screen 7** when you're done.



## Screen 7

Microsoft Excel - Kovash, Vana 8-26-2008 (4)

File Edit View Insert Format Tools Data Approval Window Help

Type a question for help

Arial 10 B I U

Reply with Changes... End Review...

B1 SSAN No Dashes (9)

	A	B	C
1	Employee Name (1 - 30 characters)	SSAN	Start Date
2	MONTEITH TRACY G	000000000	9-Oct-07
3	Spielberg, Steven	348693497	24-Jul-08
4	Buffet, Warren	263694566	3-Mar-08
5	Greenspan, Alan	485963126	14-Jul-08
6	Trump, Donald	210568952	29-Jan-08
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			

**Format Cells**

Number Alignment Font Border Patterns Protection

Category: General

Sample: SSAN

No Dashes (9)

Type: 0000000000

General

0

0.00

#,##0

#,##0.00

#,##0.00;(#,##0)

#,##0.00;[Red](#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

OK Cancel

Kovash, Vana 8-26-2008 (4)

Ready Sum=1308920141 NUM SCRL

Start DCPDS Guide for Upload... Inbox - Microsoft Outlook DCPDS Updated files Kovash, Vana 8-26-20...

10:31 AM

3. Starting at column C, format the dates to reflect the format **14-Mar-01**. This is achieved by selecting each column and right clicking your mouse on the highlighted strip. Click **Format Cells**, and wait for the **Format Cells** window to open. Once open, click on the **Date** selection and choose the **DD-MMM-YY** format (14-Mar-01). Do this for columns C and D.

## Screen 8

The screenshot shows the Microsoft Excel interface with the 'Format Cells' dialog box open for column C. The dialog box has tabs for Number, Alignment, Font, Border, Patterns, and Protection. The 'Date' category is selected, and the format '14-Mar-01' is chosen from the 'Type' list. The 'Locale (location)' is set to 'English (United States)'. The spreadsheet data is as follows:

	A	B	C	D
1	Employee Name (1 - 30 characters)	SSAN	Start Date	End Date
2	MONTEITH TRACY G	000000000	9-Oct-07	11-Oct-07
3	Spielberg, Steven	348693497	24-Jul-08	24-Jul-08
4	Buffet, Warren	263694566	3-Mar-08	3-Mar-08
5	Greenspan, Alan	485963126	14-Jul-08	14-Jul-08
6	Trump, Donald	210568952	29-Jan-08	29-Jan-08
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

4. You're almost done, keep up the good work! Take a look at **Screen 9** below. It is imperative that columns L and M begin with the same number (see red arrow). The following is a break down on each OPM Training Type and Training Sub Type code:

### OPM Training Type

### Training Sub Type

01	1 – 16 (for single digit numbers leave as is)
02	20 - 27
03	30 – 35

For further assistance, locate the **OPM Reference Codes and Values** tab at the bottom of your mass updated spreadsheet. An example has been given on **Screen 9** for guidance.

### Screen 9

Microsoft Excel - Kovash, Vana 8-26-2008 (4)

FileEditViewInsertFormatToolsDataApproveItWindowHelp

Type a question for help

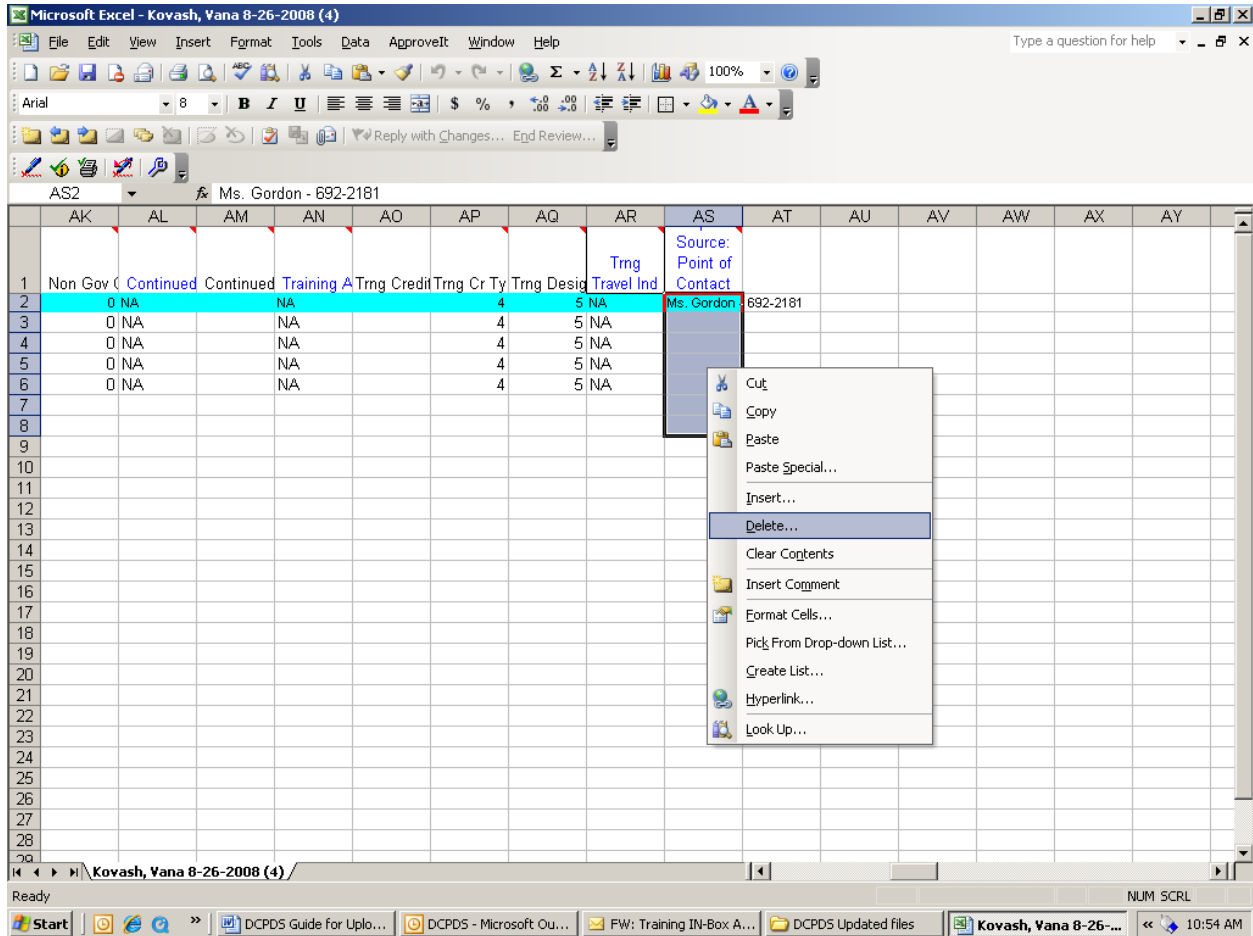
Arial10

**B***I*U

<

5. For column AS and AT, select the column and right click to bring up the shortcut menu. Delete the column so that it won't be entered into DCPDS. When finished, scroll left to column A.

### Screen 10



Make sure that all columns have been centered except for columns A and E. Do this by selecting column B and while holding down the **Ctrl** key, select the remaining highlighted columns in **blue**.

## Screen 11

Microsoft Excel - Kovash, Vana 8-26-2008 (4)

File Edit View Insert Format Tools Data ApproveIt Window Help

Type a question for help

Arial 10 B I U

Reply with Changes... End Review...

M1 OPM Training Sub Type (2)

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Employee Name (1 - 30 characters)	No 1	Date (CSC	Date (CGD	Course Title	Hours (1Duty	Hours	Course Hours	Crs Grade (1)	Date Withdrawn (11)	for Withdrawal	OPM Training Type (2)	Training Sub Type (2)
1	MONTEITH TRACY G	000000000	9-Oct-07	11-Oct-07	CONTRACT	40	0	40	S			3	
2	348693497	24-Jul-08	24-Jul-08	COMPUTE	1	0	1	S				3	
3	348693497	24-Jul-08	24-Jul-08	COMPUTE	1	0	1	S				3	
4	Buffet, Warren	263694566	3-Mar-08	3-Mar-08	OFFICE 20	8	0	1	S			3	
5	Greenspan, Alan	485963126	14-Jul-08	14-Jul-08	DOD INFO	1	0	1	S			3	
6	Trump, Donald	210568952	29-Jan-08	29-Jan-08	COMPBA1	1	0	1	S			3	
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													

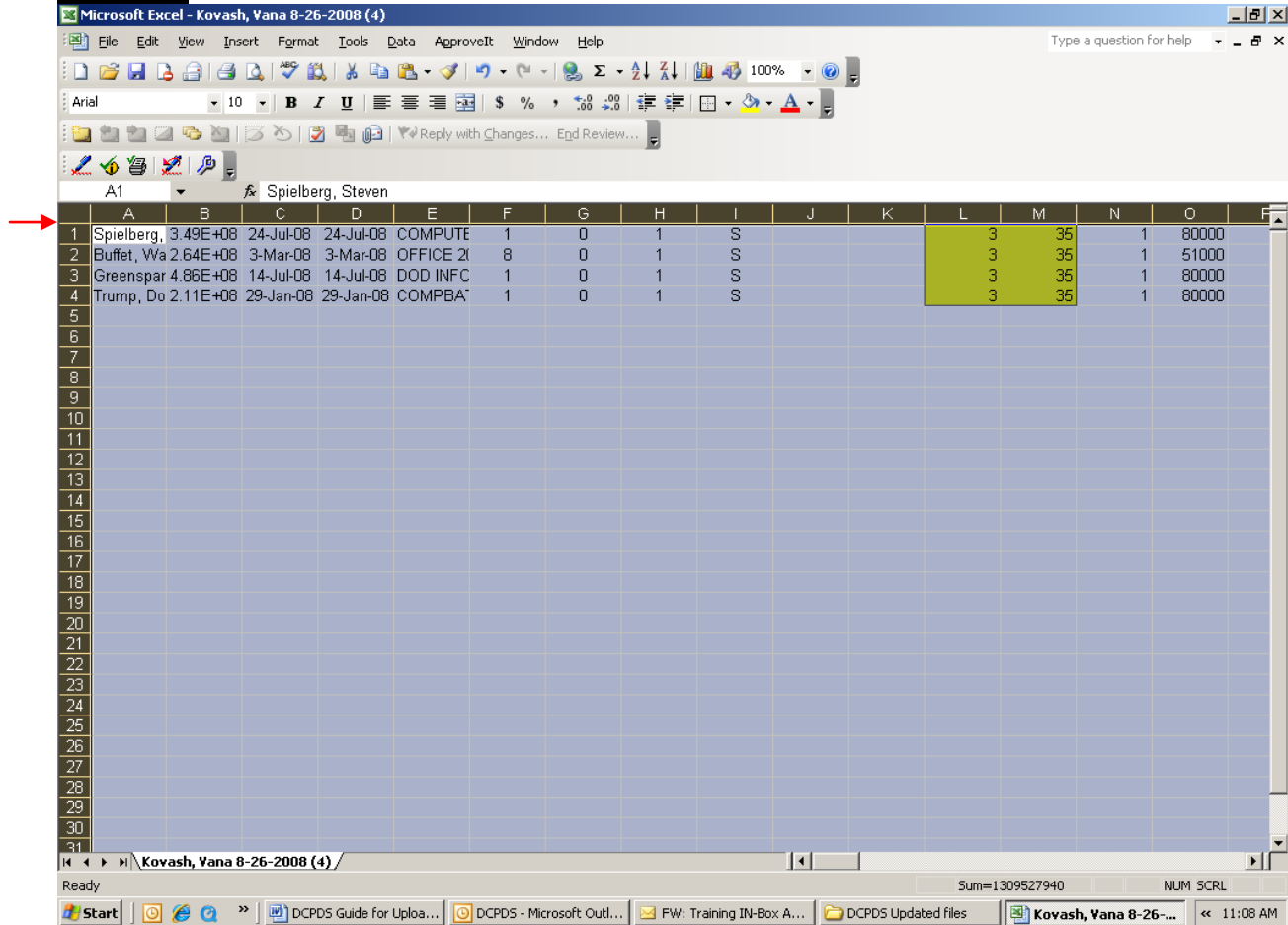
Kovash, Vana 8-26-2008 (4)

Ready Sum=1309315720 NUM SCRL

Start DCPDS Guide for Uplo... DCPDS - Microsoft Ou... FW: Training IN-Box A... DCPDS Updated files Kovash, Vana 8-26-... 11:02 AM

6. Now, delete rows 1 and 2 to make sure the example rows aren't uploaded into DCPDS. Select the whole entire excel spreadsheet by clicking on the square to the left of column A (see red arrow). While the spreadsheet is selected, click on the right border of column F to resize the columns.

## Screen 12

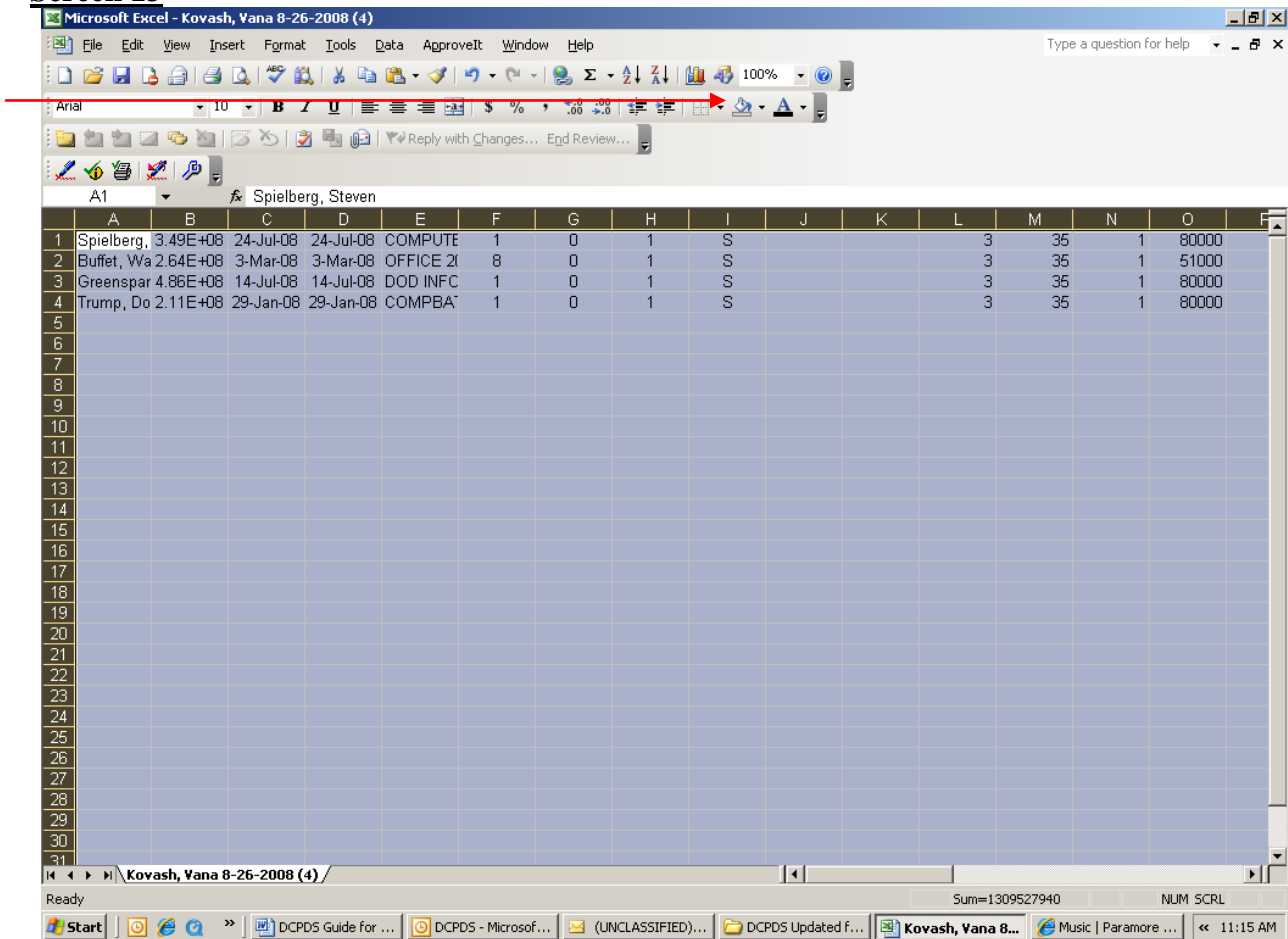


The screenshot shows a Microsoft Excel window titled "Kovash, Vana 8-26-2008 (4)". The spreadsheet contains data for four individuals. A red arrow points to the selection square on the left of column A, indicating the entire spreadsheet is selected. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Spielberg, Steven	3.49E+08	24-Jul-08	24-Jul-08	COMPUTE	1	0	1	S			3	35	1	80000	
2	Buffet, Warren	2.64E+08	3-Mar-08	3-Mar-08	OFFICE 21	8	0	1	S			3	35	1	51000	
3	Greenspar, David	4.86E+08	14-Jul-08	14-Jul-08	DOD INFC	1	0	1	S			3	35	1	80000	
4	Trump, Donald	2.11E+08	29-Jan-08	29-Jan-08	COMPBA	1	0	1	S			3	35	1	80000	
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																

With the entire spreadsheet selected, take out all shading and font coloring (as seen on **Screen 13**) by using the **Font Color** button and the **Fill Color** button (highlighted by the red arrow). On the **Font Color** arrow list, click **Automatic** (black). Do the same for the **Fill Color** arrow list by clicking **No Fill**. Next, change the font to **Arial** and font size to **8**. Click in the middle of the screen to deselect the spreadsheet when finished.

### Screen 13



Your screen should look like **Screen 14** when done.

## Screen 14

Microsoft Excel - Kovash, Vana 8-26-2008 (4)

File Edit View Insert Format Tools Data ApproveIt Window Help

Type a question for help

Arial 8 B I U

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Spielberg, St	348693497	24-Jul-08	24-Jul-08	COMPUTER	1	0	1	S			3	35	1	80000	
2	Buffet, Warr	263694568	3-Mar-08	3-Mar-08	OFFICE 2007	8	0	1	S			3	35	1	51000	
3	Greenspan,	485963126	14-Jul-08	14-Jul-08	DOD INFORM	1	0	1	S			3	35	1	80000	
4	Trump, Dona	210568952	29-Jan-08	29-Jan-08	COMPBATIN	1	0	1	S			3	35	1	80000	
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
35																

Kovash, Vana 8-26-2008 (4)

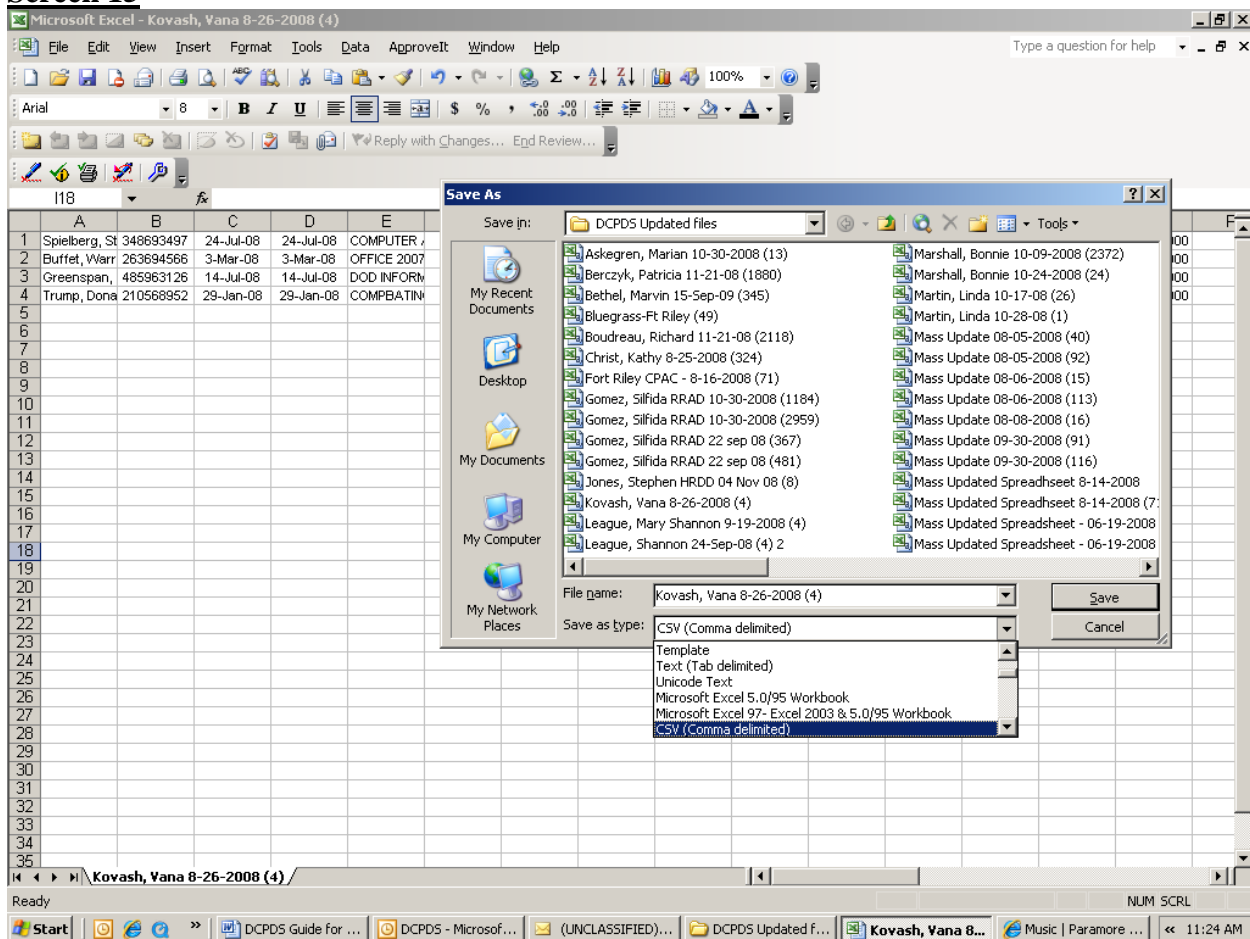
Ready NUM SCRL

Start DCPDS Guide for ... DCPDS - Microsof... (UNCLASSIFIED)... DCPDS Updated f... Kovash, Vana 8... Music | Paramore ... 11:23 AM



1. Make and name a folder for quick retrieval and storing updated spreadsheets on your desktop, my documents, or hard drive. **Remember where you put it because you'll need it again soon!!!**
2. On the spreadsheet, click on **File** at the top left corner of your screen and then click on **Save As...**
3. When the Save As window opens, click the list arrow in the **Save in:** box. Locate and pull up the folder you created to save your spreadsheet to that folder.
4. Locate the **File name:** box. This is where you'll name your spreadsheet along with the date and the number of training records you're uploading. Use this format to name your files: Mouse, Mickey 11-15-2008 (25)
5. This format makes it easier to retrieve your spreadsheet from the folder you created earlier. Now, in the **Save as type:** box, click the down arrow list of values and click on **CSV (Comma delimited)**.

### Screen 15



Click the **Save** button and click yes on the pop up screens that follow.

Well congratulations, you've just prepared your mass updated excel spreadsheet for uploading into DCPDS! If you ran into any problems, just refer back to your guide for assistance. The Following instructions below are for uploading mass updated training into DCPDS.

## Uploading Mass Updated Excel Spreadsheets in to DCPDS

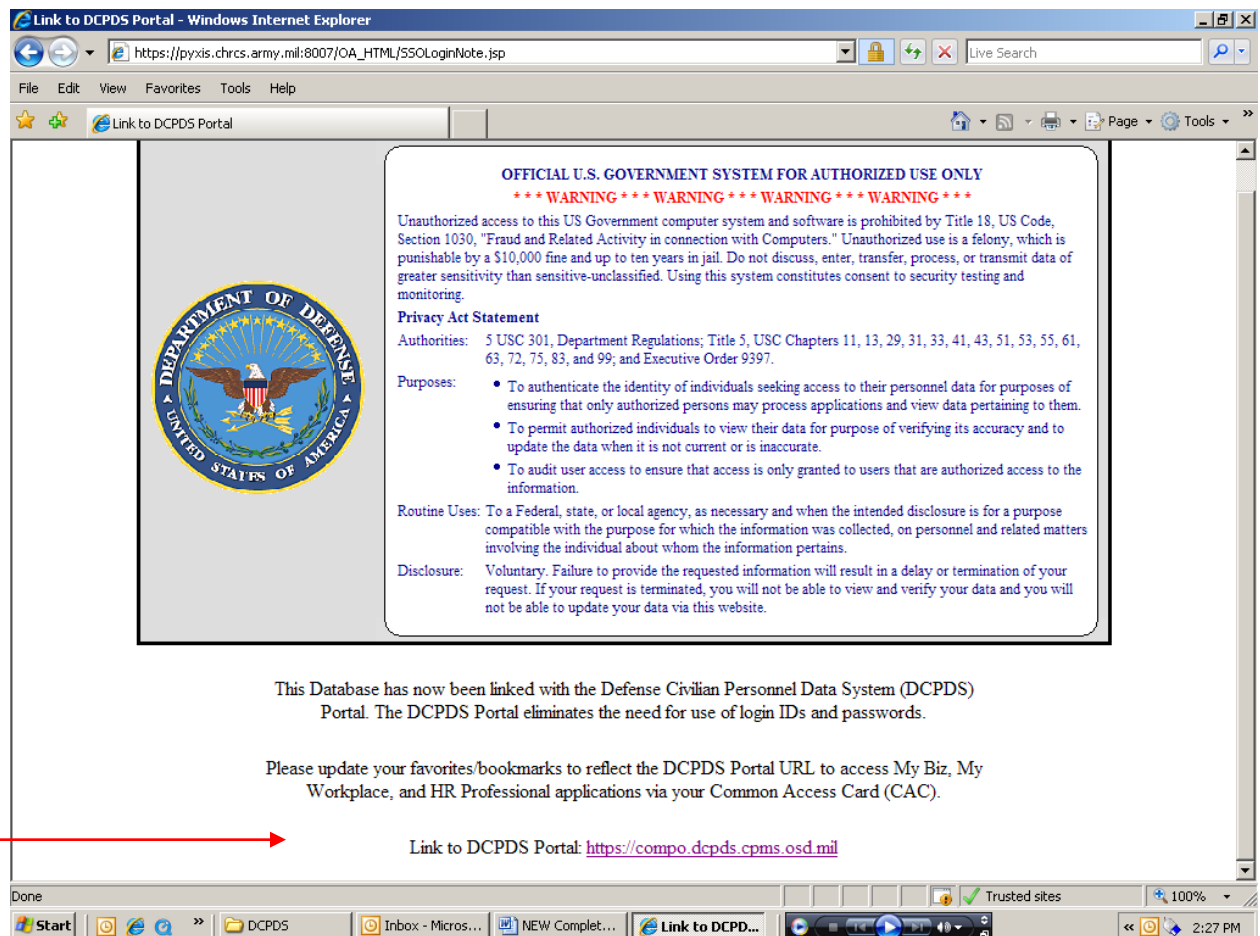
Congratulations Training Account User!!!

You have been granted access to the Defense Civilian Personnel Data System for inputting training. The following instructions will help to assist you in navigating your way through DCPDS to upload mass updated training using an excel spreadsheets.

**Click and add** this link <https://compo.dcpds.cpms.osd.mil/> to your favorites on your internet explorer for quick access to the DCPDS portal. The first screen (directly below) is the starting point for which the process will begin.

1. Locate the red arrow for the link to the DCPDS portal at the bottom of the screen.

### Screen 1

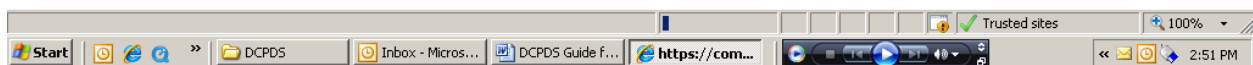
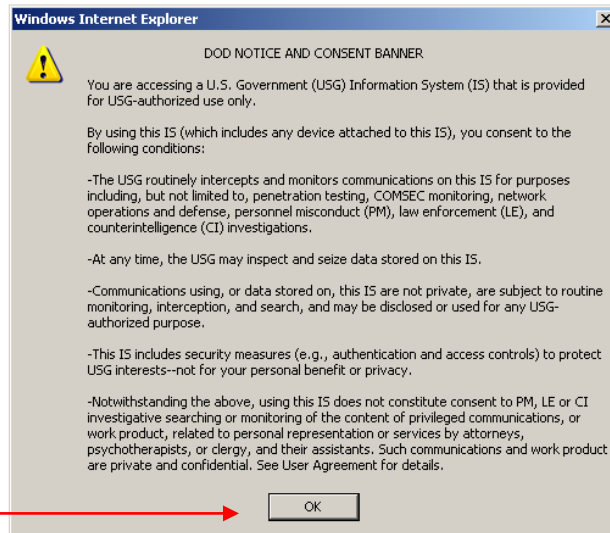
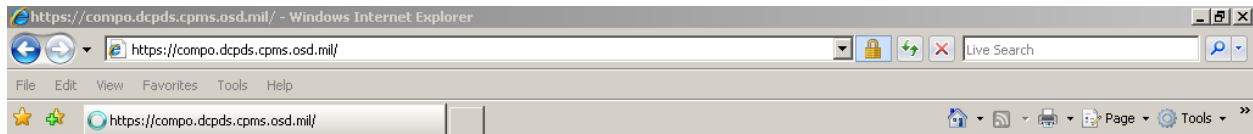


Click the link above on **your** screen.

[Back to Table of Content](#) [Top of Uploading into DCPDS](#)

Once you have clicked the DCPDS portal link it will bring you to the screen below. Locate the “OK” button on **your** screen highlighted by the red arrow on the screen below.

## **Screen 2**



Click the “OK” button on **your** screen. Once you have clicked the “OK” button on the screen above, **Screen 3** will pop up.

## Login Access to DCPDS

Locate the section on the screen below where it says **Common Access Card (CAC) Access**. Once you have located this section, notice that there are two buttons that you can choose from. Clicking the **Login** button will take you to **Screen 6** if you've already registered your CAC Card. If you haven't registered your CAC, then clicking on the **CAC Registration** button (highlighted by the red arrow) will begin the process.

## Screen 3

**Login : DCPDS Portal - Windows Internet Explorer**

https://compo.dcpds.cpm.osd.mil/

File Edit View Favorites Tools Help

Login : DCPDS Portal

**DCPDS Portal**

**Common Access Card (CAC) Access**

First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

[CAC Registration](#) [Login](#)

**Authorized Non-CAC Login**

Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

[Non-CAC Registration](#) [Reset Password](#) [Login](#)

[Login Help](#)

**Reporting Problems**

For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

**CPMS Contact Information**

Department of Defense  
Civilian Personnel Management Service  
HR Business Information Technology  
Solutions Division - HR-BITS  
1400 Key Boulevard, B-200  
Arlington, VA 22209-5144  
Email: [hr-bits@cpms.osd.mil](mailto:hr-bits@cpms.osd.mil)

**MYBIZ**  
SELF SERVICE HR  
MY PERSONAL INFORMATION

**MYWORKPLACE**  
SELF SERVICE HR  
MY PERSONNEL INFORMATION

[Privacy Act](#) | [Accessibility](#) | [Privacy and Security Policy](#)

javascript:window.opener="x";window.close();

Start | DCPDS | Inbox - Micros... | DCPDS Guide f... | Login : DCPD... | 2:52 PM

After Clicking the **CAC Registration button**, you should see a screen that resembles **Screen 4** below. Enter your SSN in the blank fields under **CAC Registration**. Complete the steps on the following screens. Once you have successfully registered your CAC, return to the login screen as shown on **Screen 5**.

## Screen 4

The screenshot shows a web browser window titled "Account Registration : DCPDS Portal - Windows Internet Explorer". The address bar shows the URL "https://compos.dcpds.cpmc.osd.mil/sso/jsp/register.jsp". The page content includes a disclosure box at the top, followed by the "CAC Registration" section. This section welcomes "JONES.STEPHEN.E" and provides instructions for entering the SSN/LN Employee ID Number. Below this are two input fields for the ID number, a "Register" button, and a "Cancel" button. The "CAC Re-Registration" section follows, with instructions and "Re-Register" and "Cancel" buttons. The "Non-CAC Users Registering as a CAC User" section is at the bottom, with instructions and input fields for "Portal User Name" and "Portal Password". The browser's taskbar at the bottom shows several open applications, including "DCPDS Guide for Upl...", "Doc1 (Read-Only) - ...", "Inbox - Microsoft Out...", and "http://www.cpmc.osd.mil/".

Account Registration : DCPDS Portal - Windows Internet Explorer

https://compos.dcpds.cpmc.osd.mil/sso/jsp/register.jsp

File Edit View Favorites Tools Help

Account Registration : DCPDS Portal

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

### CAC Registration

Welcome JONES.STEPHEN.E

Enter your SSN/LN Employee ID Number and select the "Register" button to register your CAC. Select the "Cancel" button to return to the DCPDS Portal Page.

**\*\* Important \*\*** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

\* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

Register Cancel

### CAC Re-Registration

Select the "Re-Register" button if you received a new CAC since the last time you registered to the MyBiz/MyWorkplace/Human Resources (HR) application.

Re-Register Cancel

### Non-CAC Users Registering as a CAC User

If you have been issued a CAC, enter the appropriate information below and select the "Change to CAC Registration" button.

Portal User Name:

Portal Password:

Start | Internet | 100% | 2:00 PM

DCPDS Guide for Upl... Doc1 (Read-Only) - ... Inbox - Microsoft Out... http://www.cpmc.osd.mil/ Account Registrati...

## Screen 5

**Login : DCPDS Portal - Windows Internet Explorer**

https://compo.dcpds.cpmc.osd.mil/

File Edit View Favorites Tools Help

Live Search

DCPDS Portal

**Common Access Card (CAC) Access**

First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

[CAC Registration](#) [Login](#)

**Authorized Non-CAC Login**

Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

[Non-CAC Registration](#) [Reset Password](#) [Login](#)

[Login Help](#)

**Reporting Problems**

For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

**CPMS Contact Information**

Department of Defense  
Civilian Personnel Management Service  
HR Business Information Technology  
Solutions Division - HR-BITS  
1400 Key Boulevard, B-200  
Arlington, VA 22209-5144  
Email: [hr-bits@cpms.osd.mil](mailto:hr-bits@cpms.osd.mil)

**MYBIZ**  
SELF SERVICE HR  
MY PERSONAL INFORMATION

**MYWORKPLACE**  
SELF SERVICE HR  
MY PERSONNEL INFORMATION

[Privacy Act](#) | [Accessibility](#) | [Privacy and Security Policy](#)

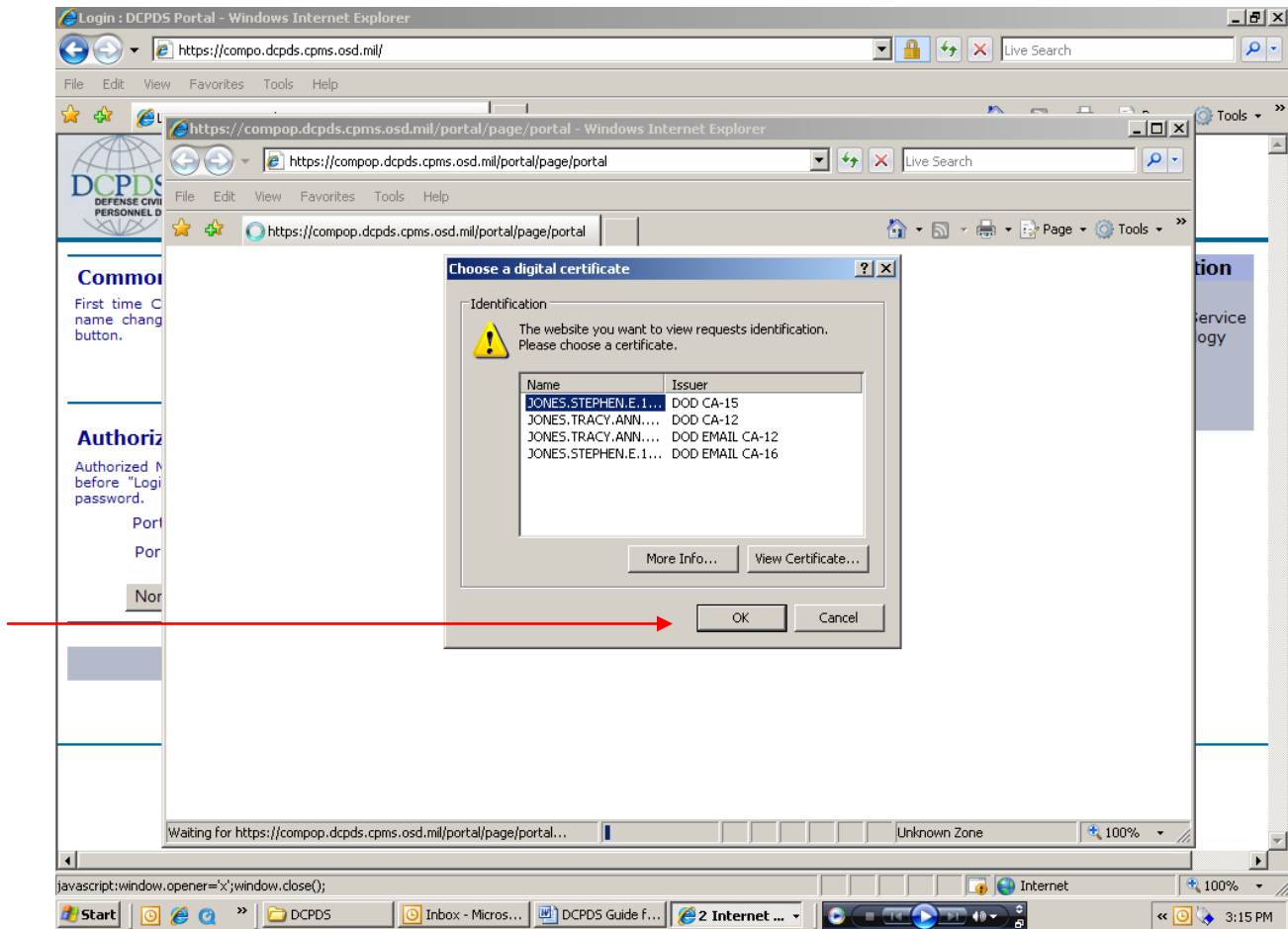
javascript:window.opener='x';window.close();

Start | DCPDS | Inbox - Micros... | DCPDS Guide f... | Login : DCPD... | Internet | 100% | 2:52 PM

Once you've clicked the **Login** button on **Screen 5** above, wait about 10 seconds, and **Screen 6** below should pop up.

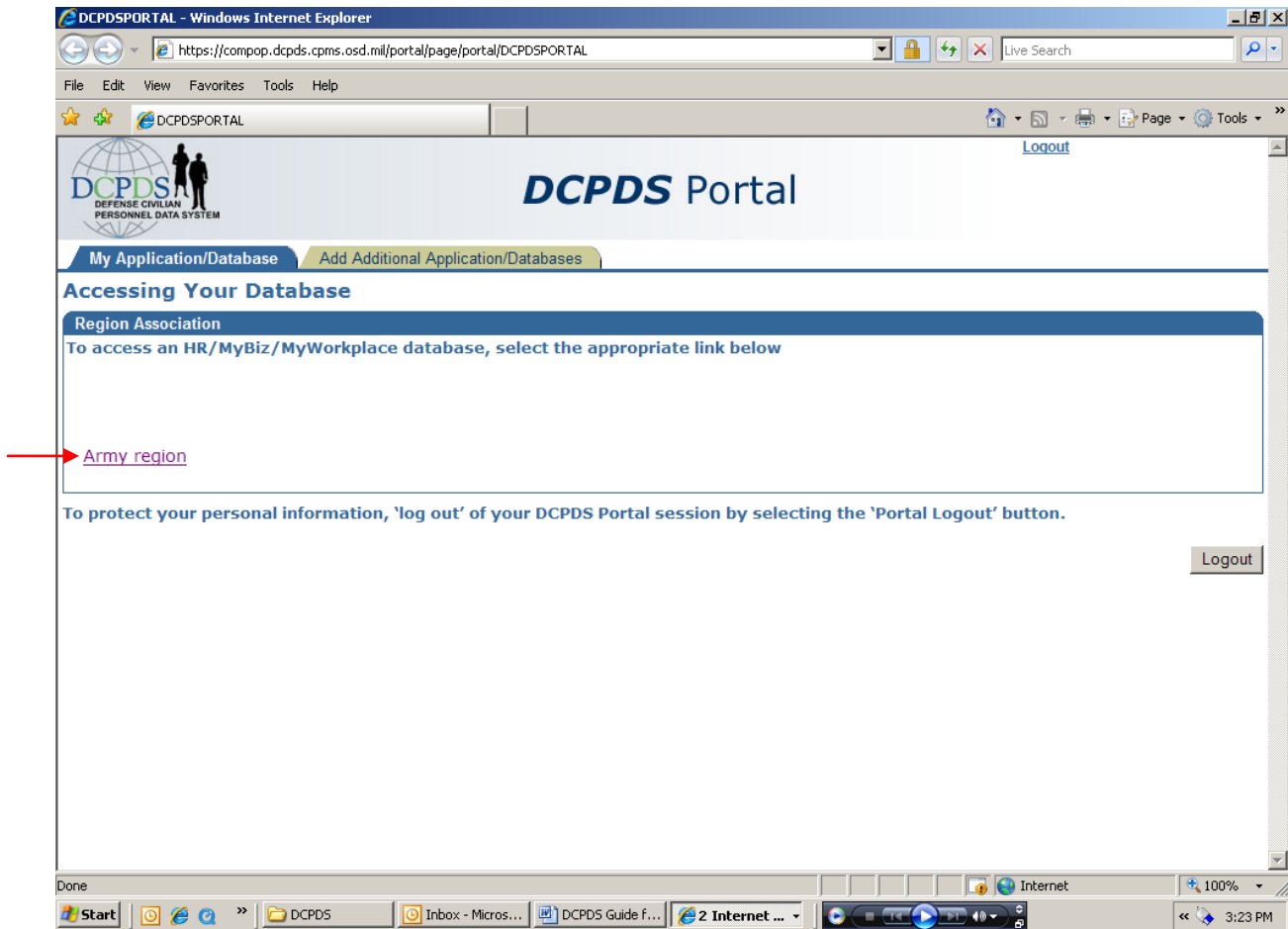
Locate the “OK” button highlighted by the red arrow on the screen below. Once you’ve located it, click the “OK” button on **your** screen.

## Screen 6



The Screen below should pop up. Next, locate the [Army Region](#) link on the screen below highlighted by the red arrow.

## Screen 7

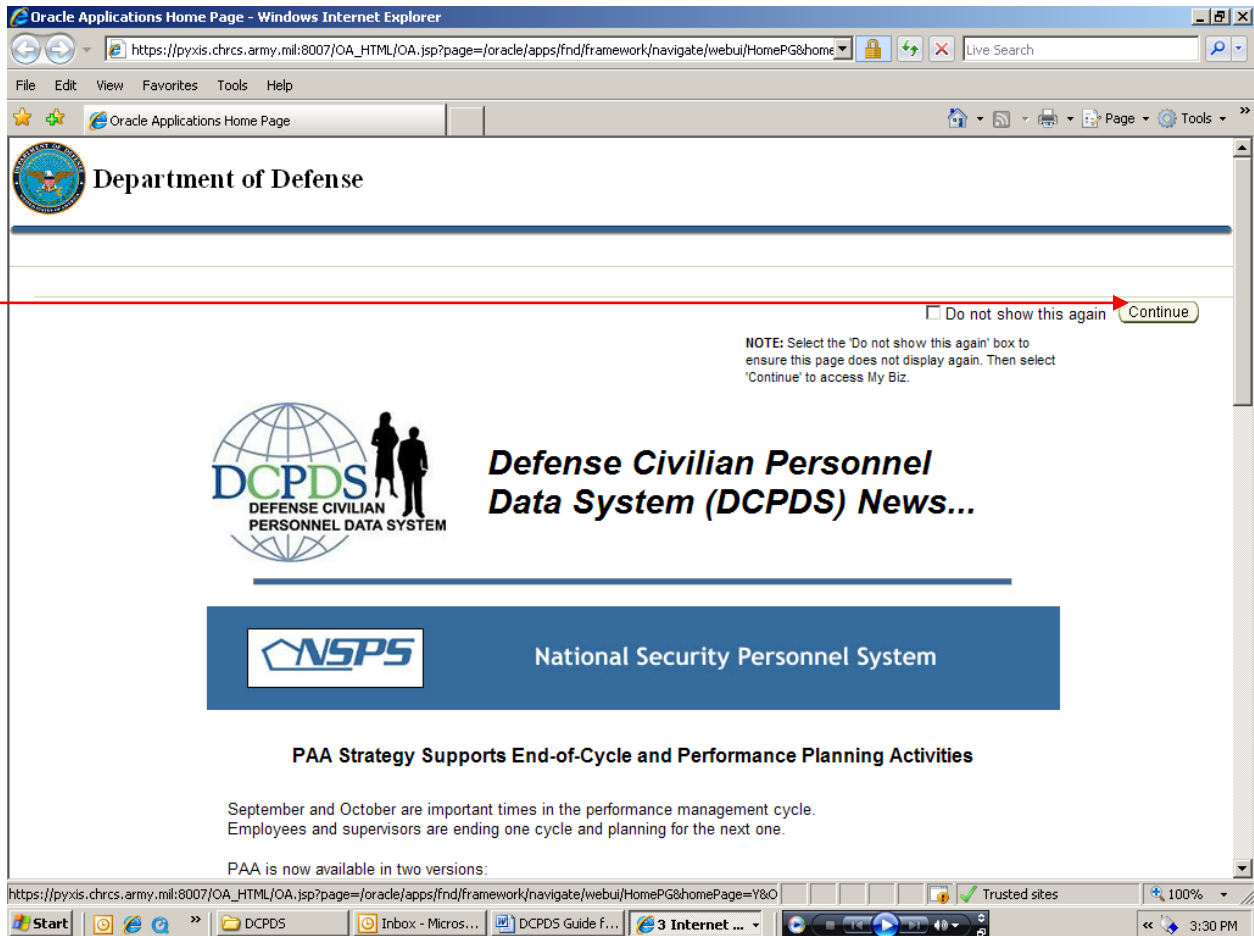


Once you've located it on [your](#) screen, click on the [Army Region](#) link.



The screen below should pop up after you've clicked the [Army Region](#) link. Locate the **Continue** button highlighted by the red arrow in the upper right corner of the screen below. **Note: Next to the Continue button is an empty box that if clicked will prevent you from going through this screen in the future.**

## Screen 8



On [your](#) screen, click the **Continue** button.

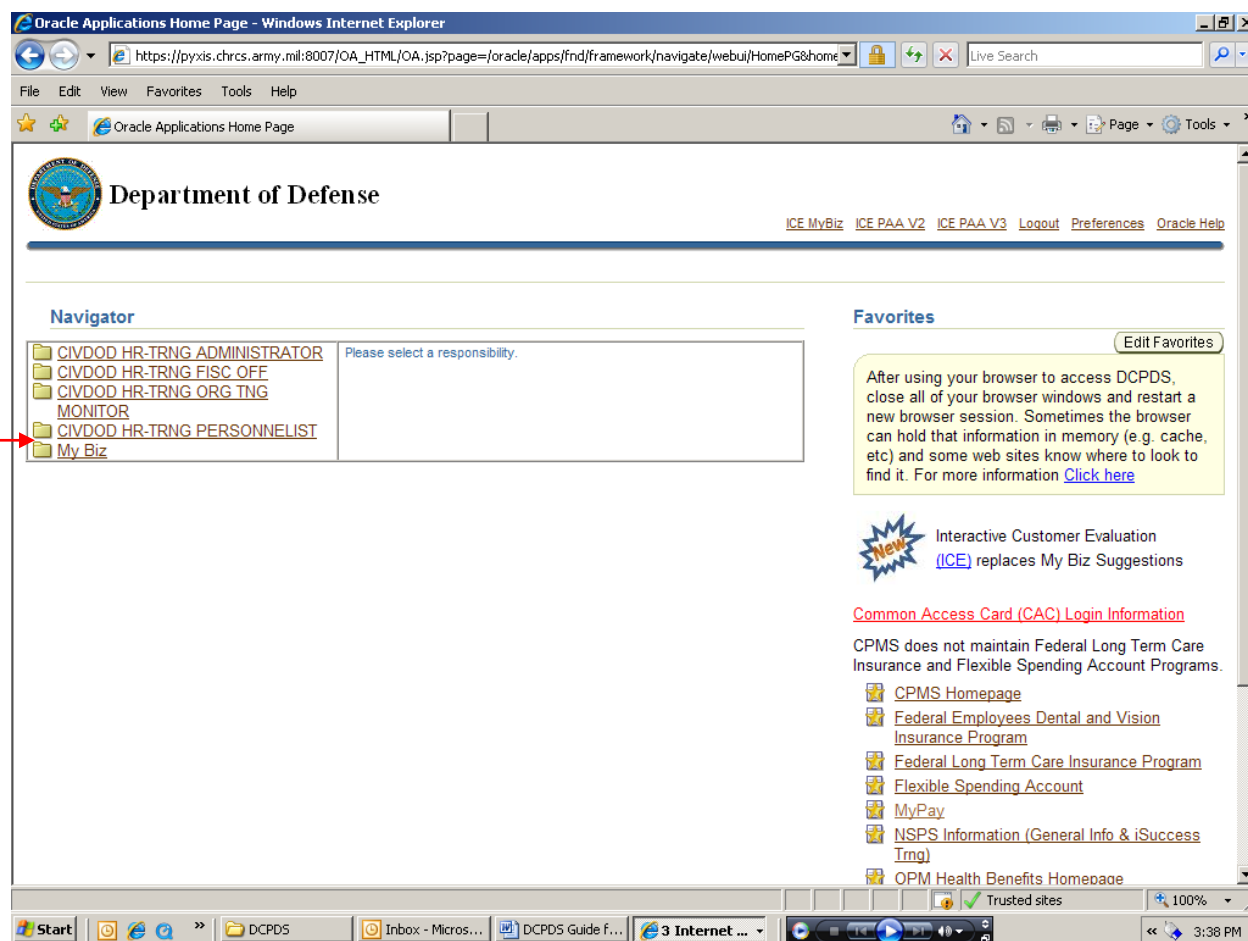
## Navigation through DCPDS into Oracle Applications

The screen below should pop up after you've clicked the **Continue** button. Locate the link on the left side of the screen below titled CIVDOD HR-TRNG PERSONNELIST, highlighted by the red arrow. If you do not see the CIVDOD HR-TRNG PERSONNELIST link, you may have something that resembles one of the following training responsibilities:

- HR – TRNG ADM
- OTA TRN ADM
- OTA TRN MON

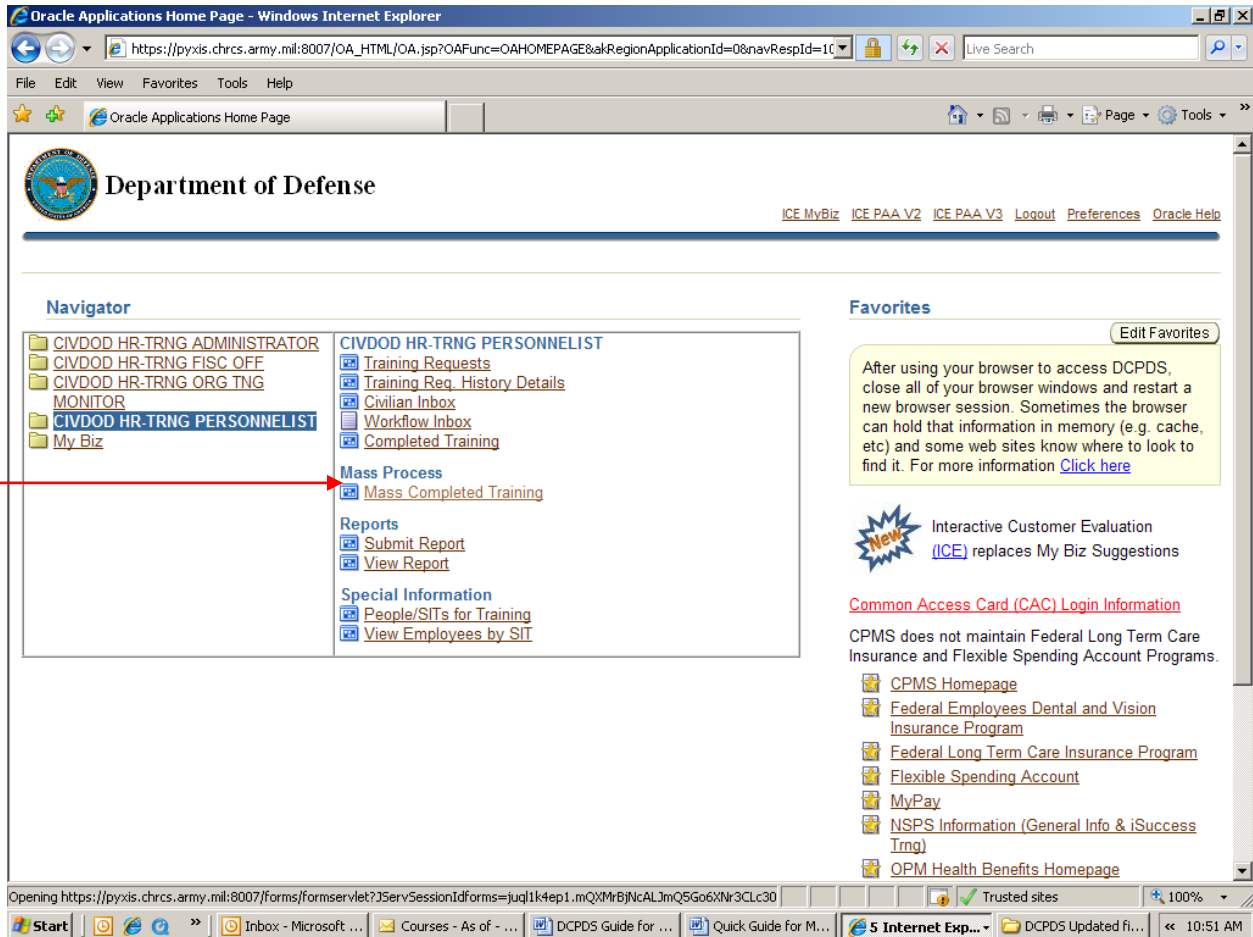
On your screen, locate the link that corresponds to **your** training responsibility and click on it.

## Screen 9



After clicking on the link, wait for the right side of the window to populate and click on the [Mass Completed Training](#) link.

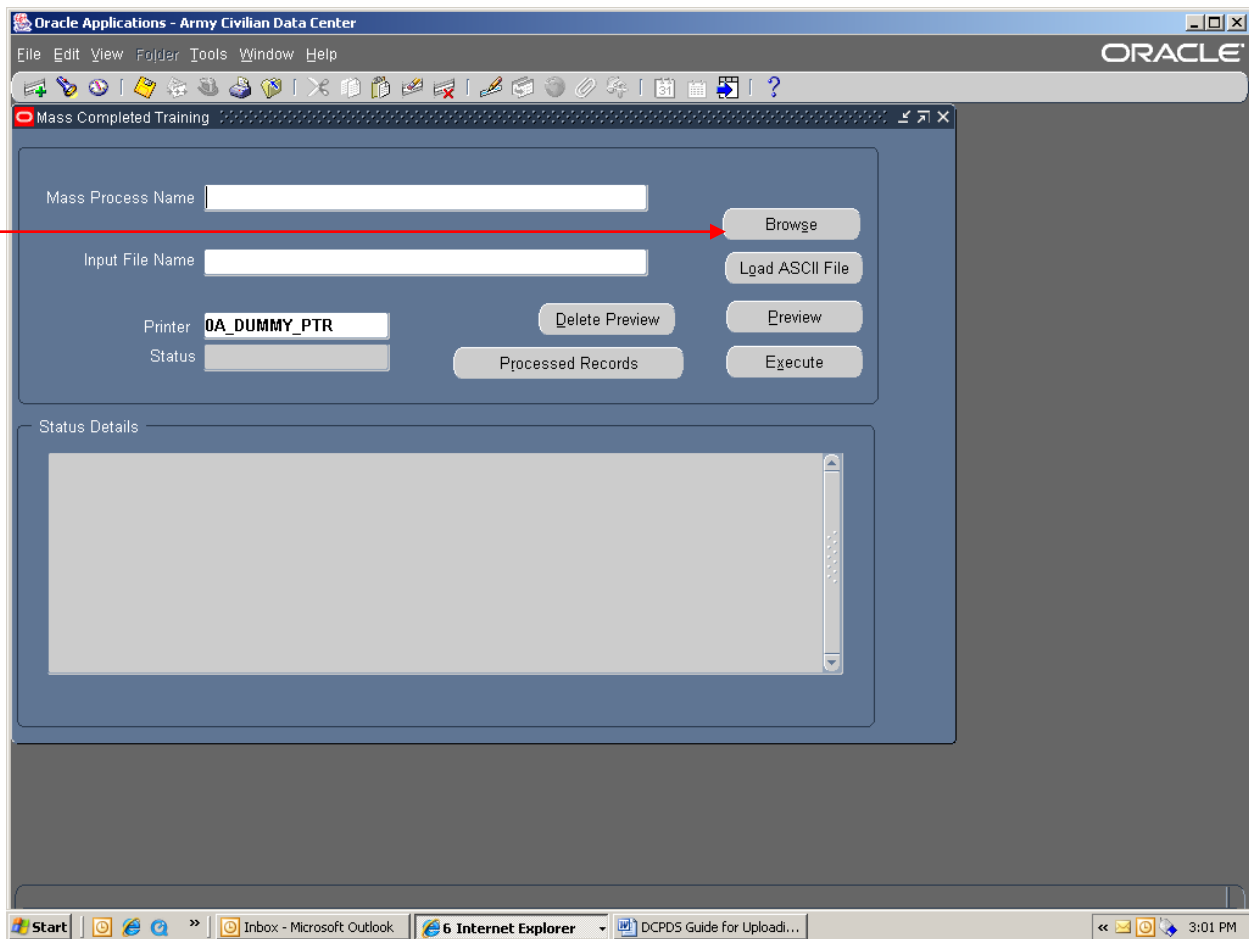
## Screen 10



## Processing Mass Updated Spreadsheet with Oracle Applications

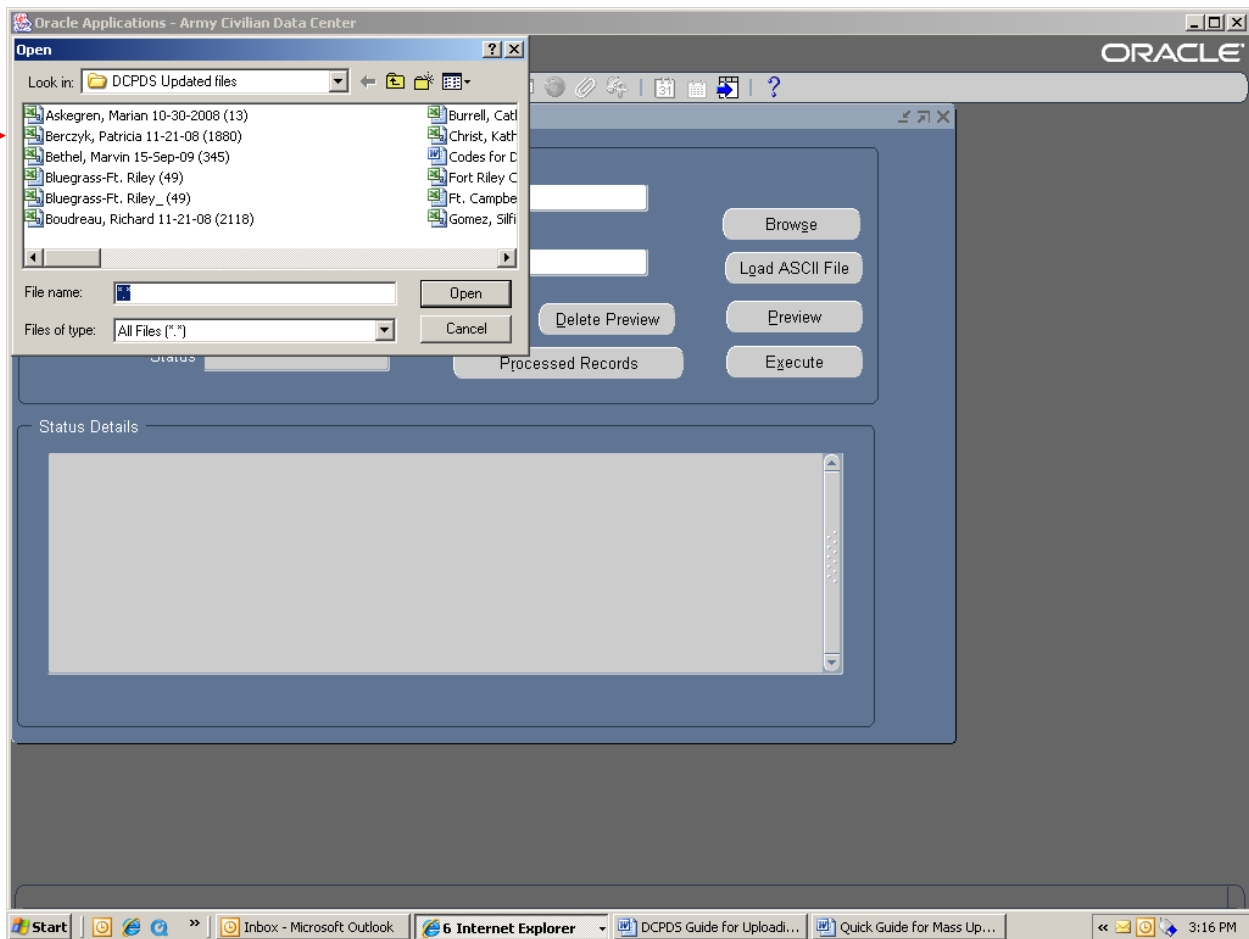
Once you've clicked on the [Mass Completed Training link](#), wait a couple of minutes and **Screen 11** will pop up. Click on the **Browse** button highlighted by the red arrow on the screen below.

### Screen 11



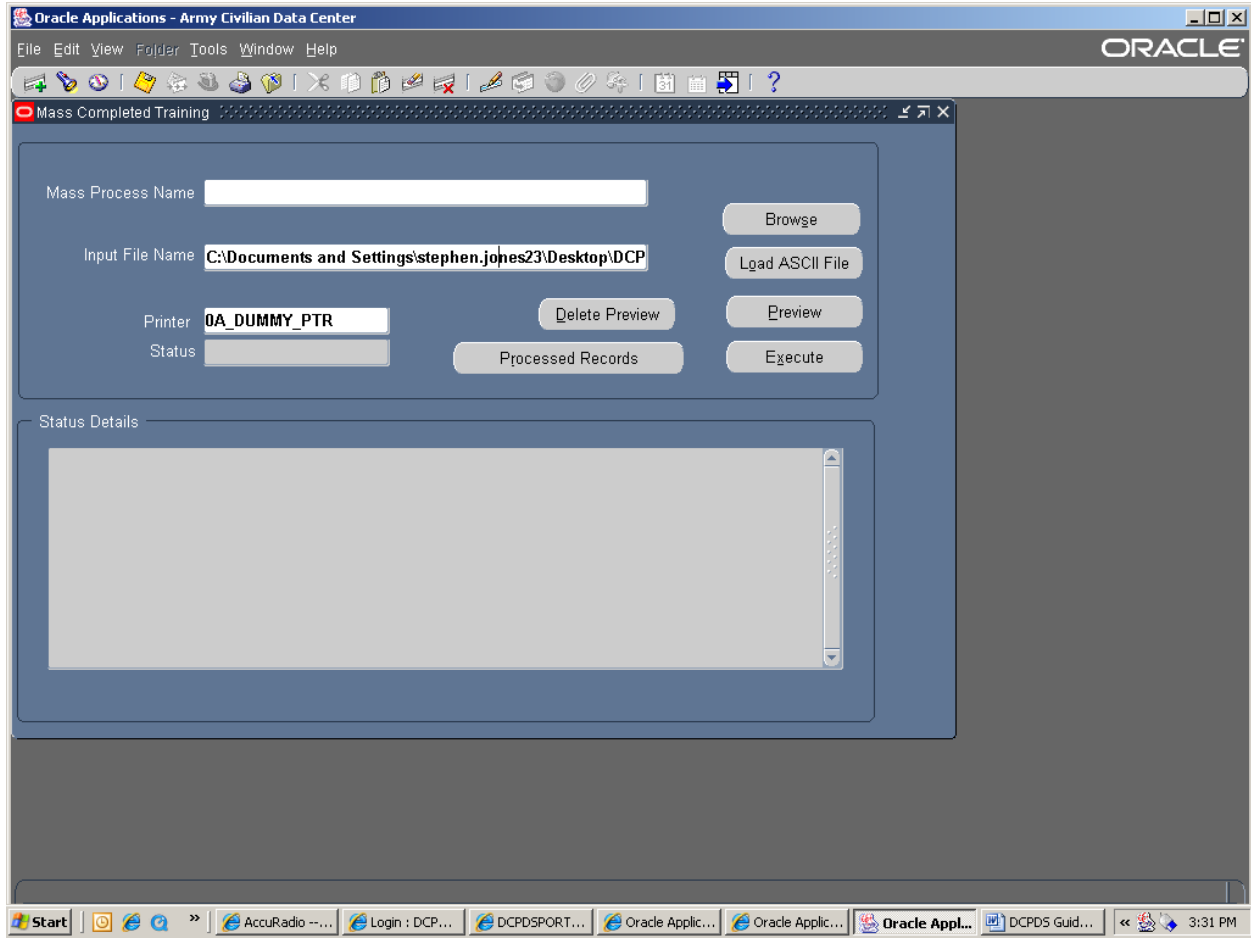
After clicking the **Browse** button, the open file window should pop up (reference **Screen 12**). Now locate the name of the CSV file that you saved in the open file box. Click on the file and open it up. **Caution:** Sometimes the beginning Oracle screen pops up after this step, blocking the current screen. If this happens, click on the grey area of the right screen to close the Oracle screen and reveal the current screen again.

## **Screen 12**



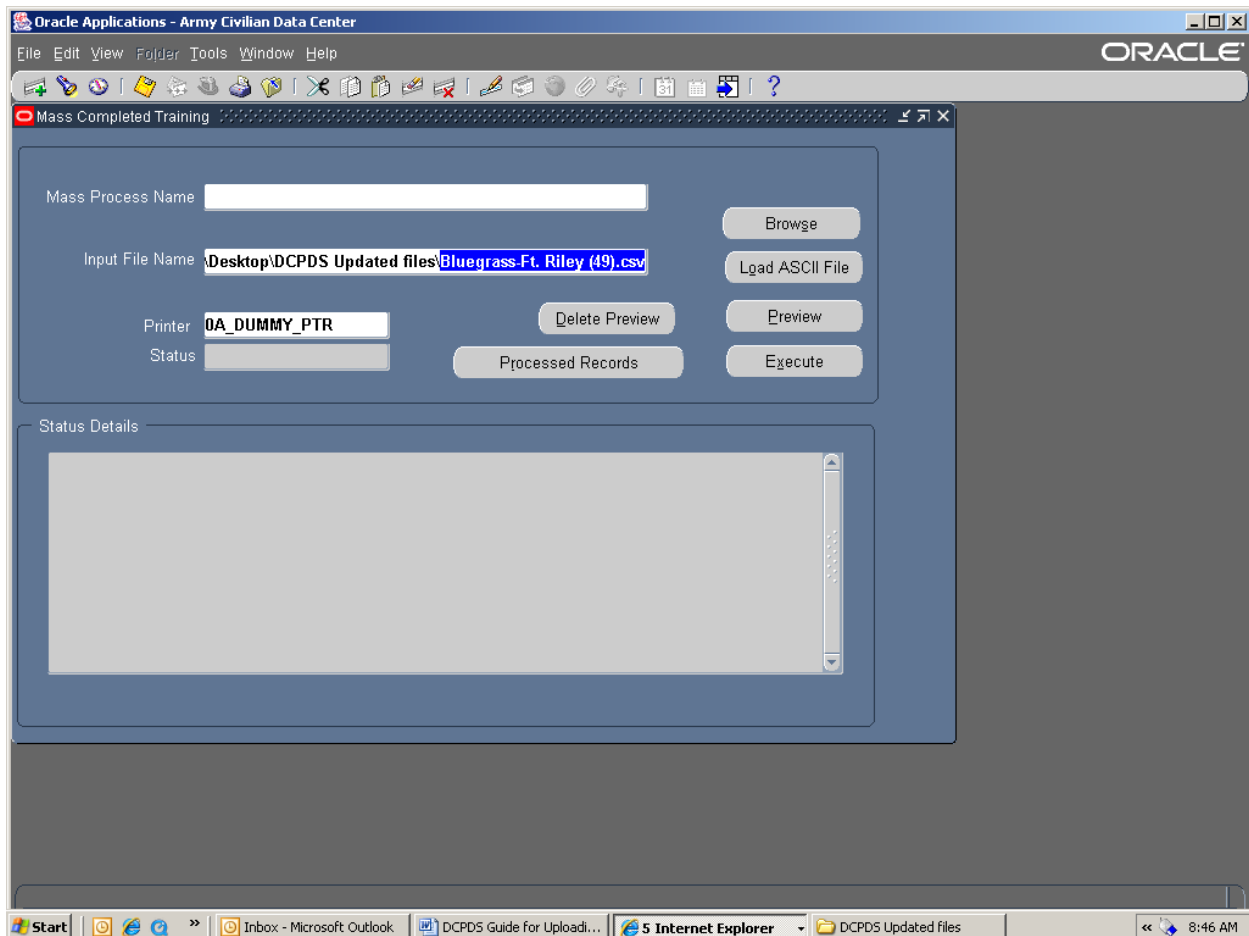
After you've completed this step, your screen should look like **Screen 13**.

### **Screen 13**



By double clicking in the **Input File Name** field, you will highlight its contents. Once you've done this, hit your right arrow key to skip to the end of the file's contents. You'll know you're at the end when you see **csv** at the end of the file. Next, highlight from the very last backslash to the end of the file name.

## Screen 14



Next, copy the highlighted portion by holding down the **Ctrl** key and press the **C** key on your keyboard. Right click in the long white box next to **Mass Process Name** to activate the field. Now hold down the **Ctrl** key and tap the **V** key to paste the highlighted portion in the empty box.

If your screen resembles the screen below, then take off the **.CSV** off of the end of the file name. Then click on the **Load ASCII File** button. Your screen should mirror **Screen 15** & **Screen 16** after taking the **.csv** ending off the end of the file name and clicking the **Load ASCII File** button.

## **Screen 15**

Oracle Applications - Army Civilian Data Center

File Edit View Folder Tools Window Help

Mass Completed Training

Mass Process Name: Bluegrass-Ft. Riley (49).csv

Input File Name: C:\Documents and Settings\stephen.jones23\Desktop\DCP

Printer: 0A\_DUMMY\_PTR

Status:

Buttons: Browse, Load ASCII File, Delete Preview, Preview, Processed Records, Execute

Status Details

Windows Taskbar: Start, Inbox - Microsoft Outlook, DCPDS Guide for Uploadi..., Internet Explorer, DCPDS Updated files, 8:48 AM



## Screen 16

The screenshot displays the Oracle Applications - Army Civilian Data Center interface. The main window is titled "Mass Completed Training" and contains the following fields and buttons:

- Mass Process Name:** Bluegrass-Ft. Riley (49)
- Input File Name:** C:\Documents and Settings\stephen.jones23\Desktop\DCP
- Printer:** 0A\_DUMMY\_PTR
- Status:** (empty field)

Buttons available on the right side of the form include: Browse, Load ASCII File, Delete Preview, Preview, Processed Records, and Execute.

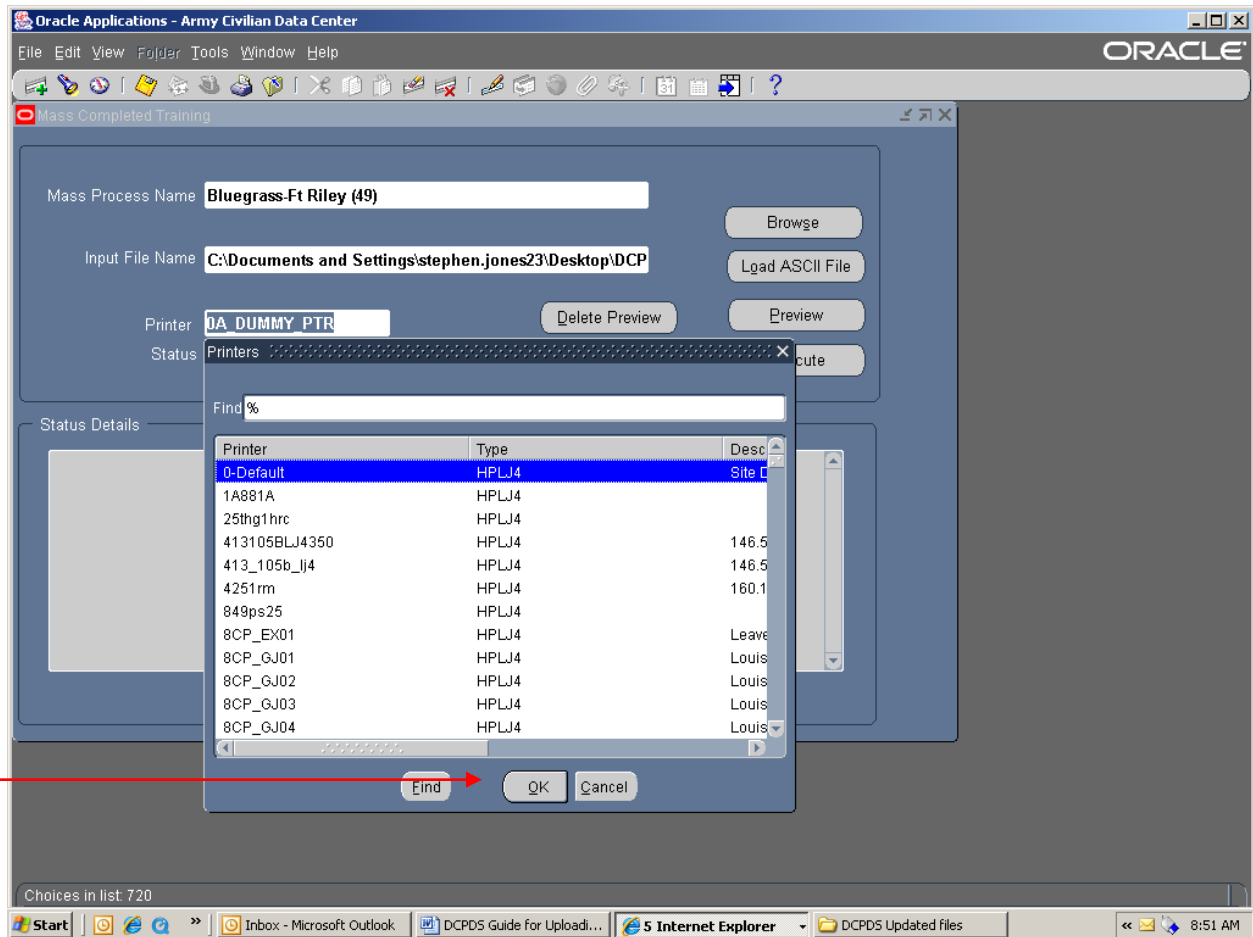
Below the form is a section labeled "Status Details" which contains a large, empty text area for displaying processing status.

The bottom of the screen shows the Windows taskbar with the Start button and several open applications: Microsoft Outlook, DCPDS Guide for Uploadi..., Internet Explorer, and DCPDS Updated files. The system clock indicates 8:49 AM.

After clicking the **Load ASCII File** button, the window below will pop up. Make sure that the highlighted blue strip is set on **0-Default** printer (the very first line). **Clicking on any other option may cause your report to be lost or altered.**

Now that you've verified that the default printer has been selected, click the **Okay** button on your screen (highlighted by the red arrow on the screen below).

## **Screen 17**



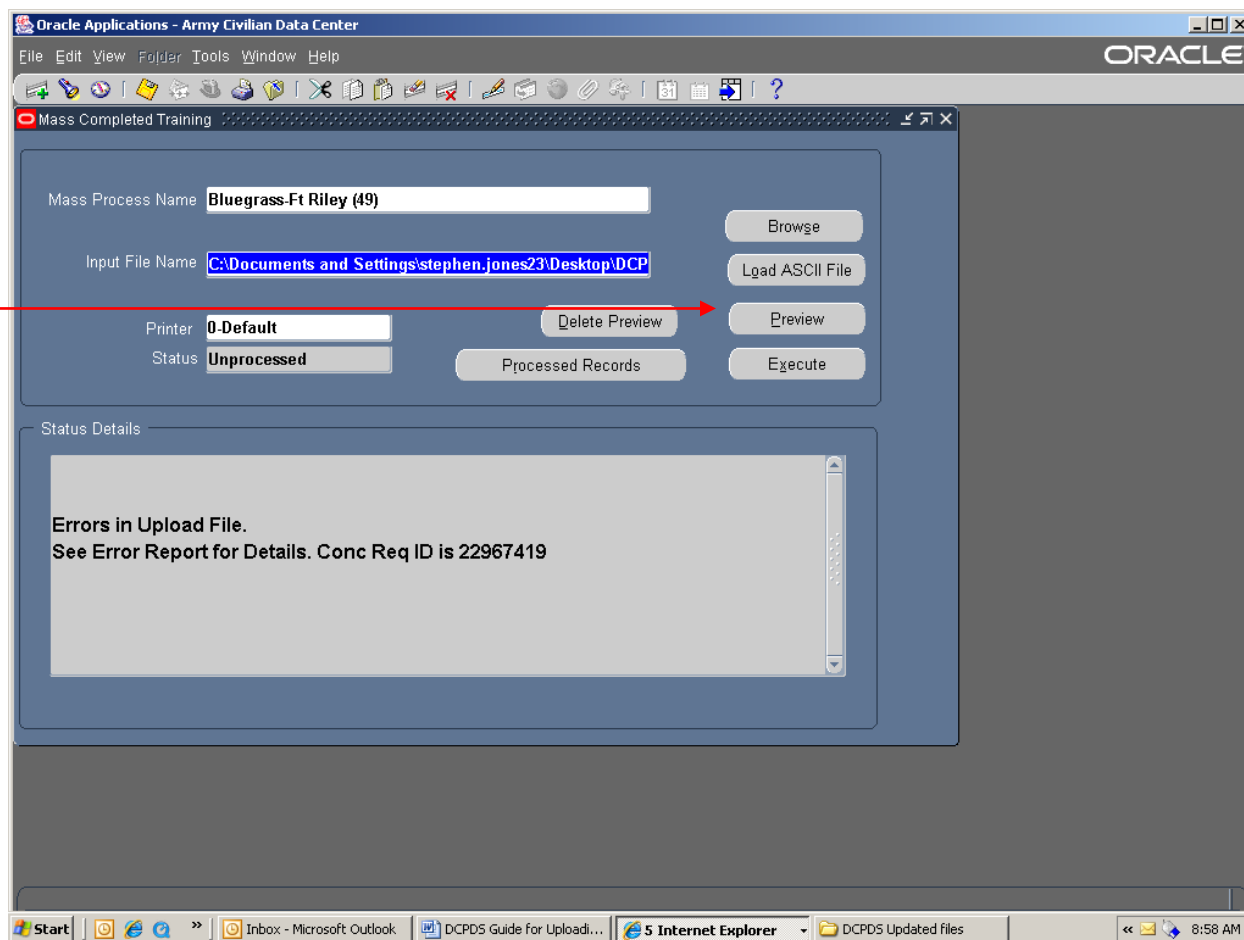
Now, depending on the size of your mass update spreadsheet this step may take anywhere from 2 – 15 minutes to upload. So wait until you see one of the following screens (Screens 18 and 19).

## Error Screen

The screen below usually means that there were errors on your uploaded mass update file, or this file has already been uploaded into the system. This is why it's critical to make sure that the format of the mass update spreadsheet is correct to prevent tedious and repetitive corrections.

Whether you get the error screen or the successful upload screen, the next option you have is to click the **Preview** button or the **Execute** button. The **Preview** button allows you to take a look at the records that were uploaded and make any corrections to the uploaded file before executing the action to process the file. **Note: You have the choice of using the Preview button to make corrections or making the corrections on the excel spreadsheet.**

## Screen 18

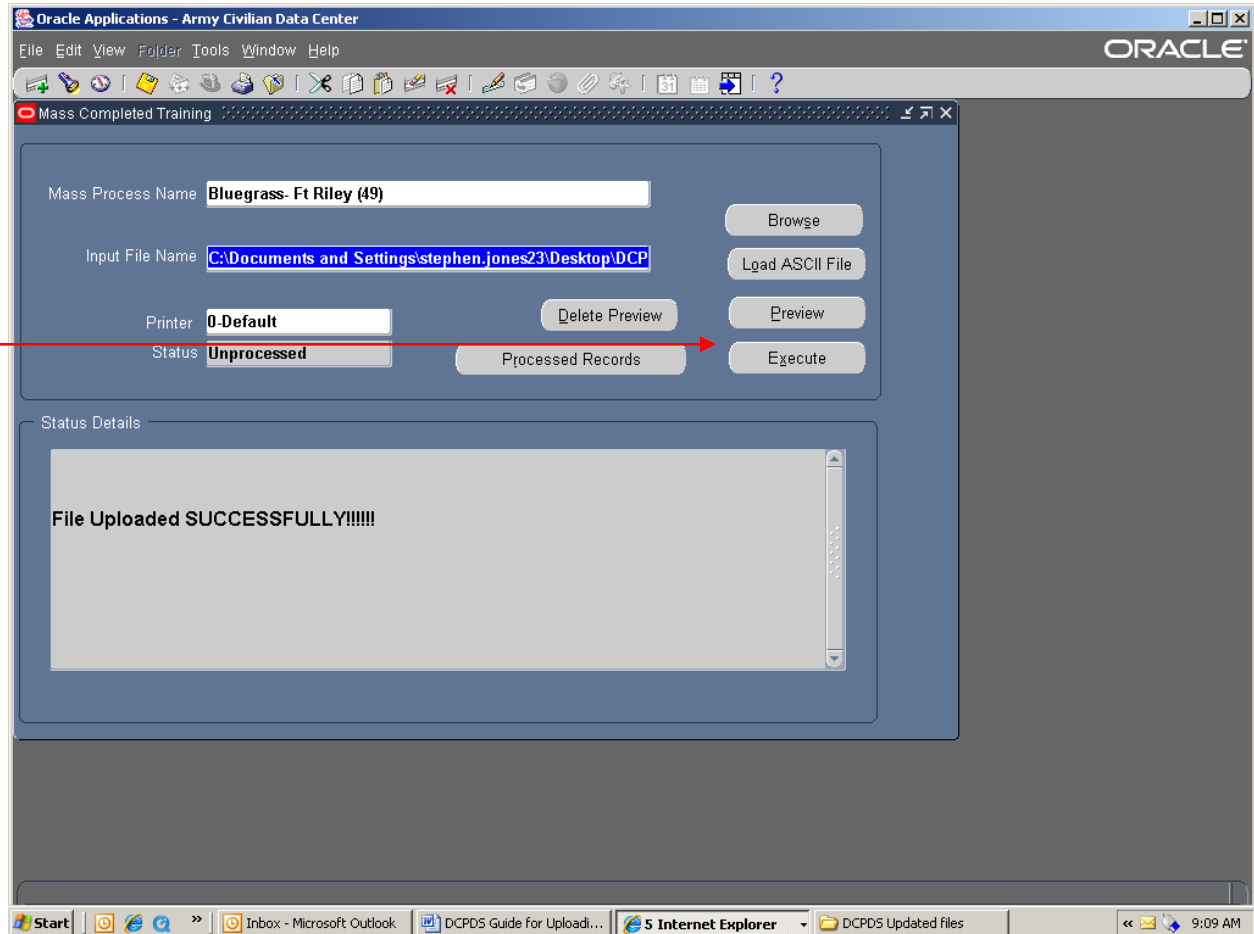


## Successful Upload Screen

The screen below means that your mass upload was successful, Congratulations!!!

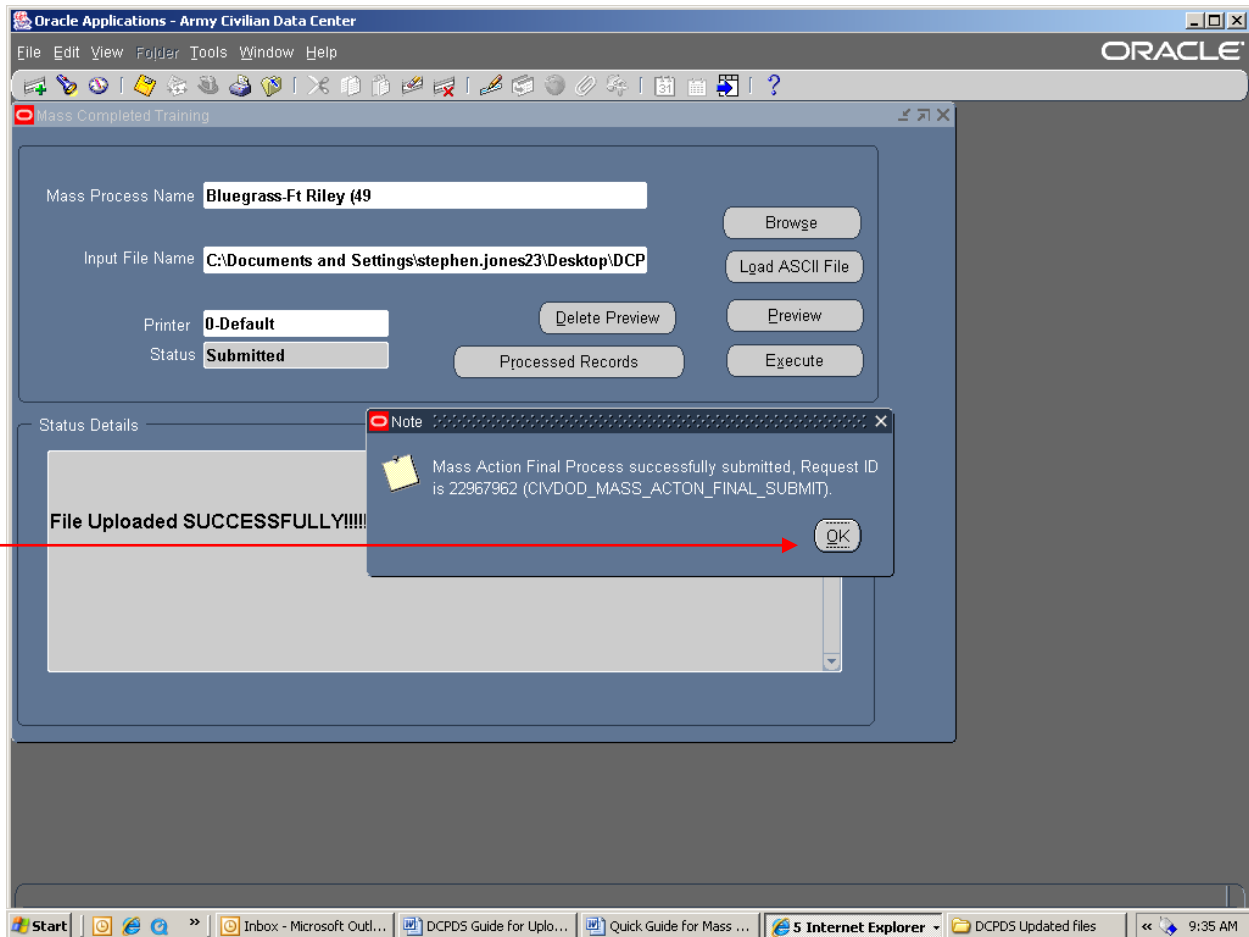
Clicking the **Execute** button will initiate the execution of the upload. (The **Execute** button is highlighted by the red arrow below).

## Screen 19



After clicking the **Execute** button, a small window should pop up on your screen like the one below. Click the **“OK”** button as highlighted by the red arrow.

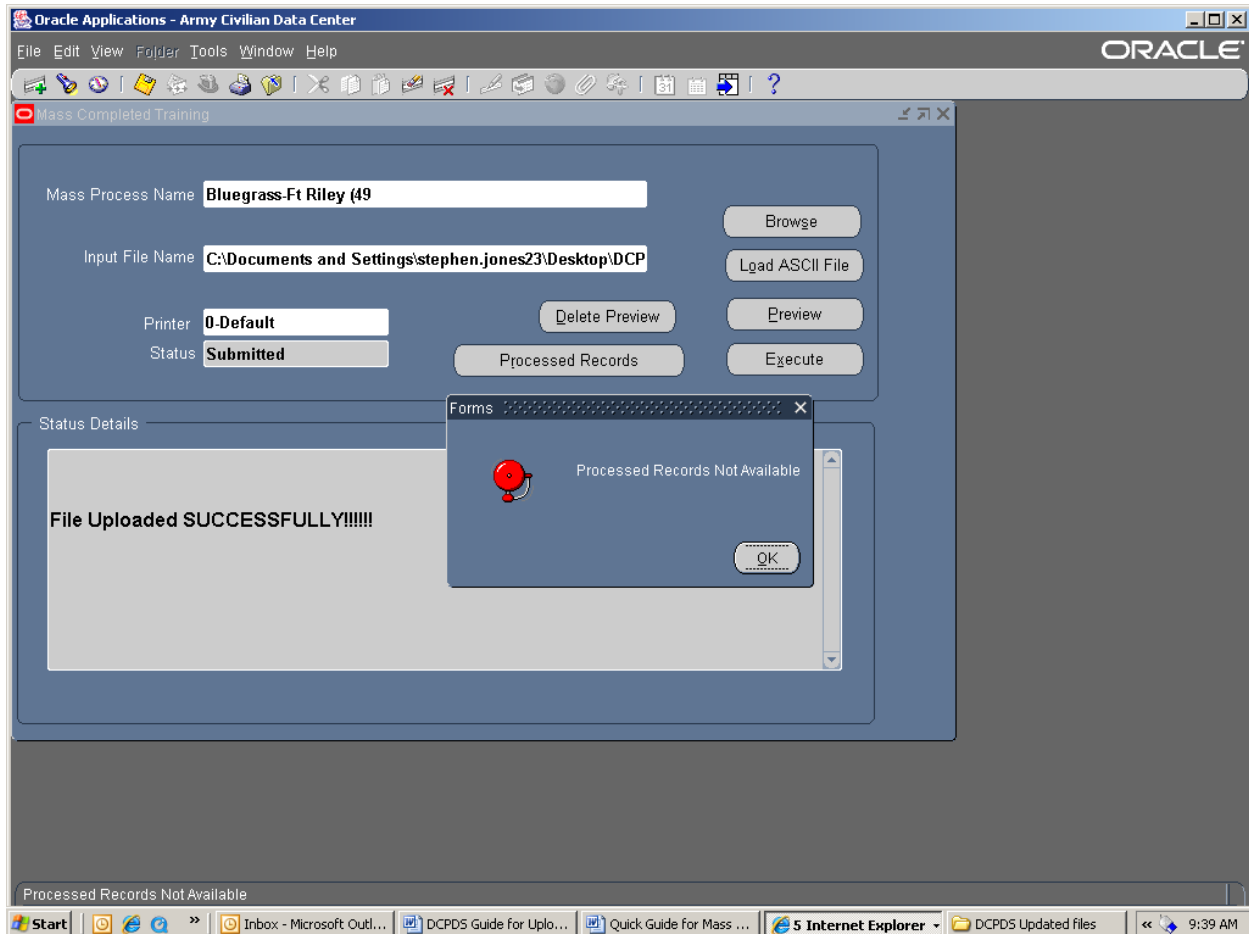
## Screen 20



After clicking the **“OK”** button, you’ll have to wait until the records have been executed. **Caution:** Be patient.....if you get anxious and click the **Processed Records** button too early you’ll get a pop-up screen like (Screen 21)....

By clicking the “OK” button, you get rid of the pop-up screen below.....

## Screen 21



Now, after waiting a couple of minutes, it's time to click on the **Processed Records** button. Screen 22 below should be your final result...

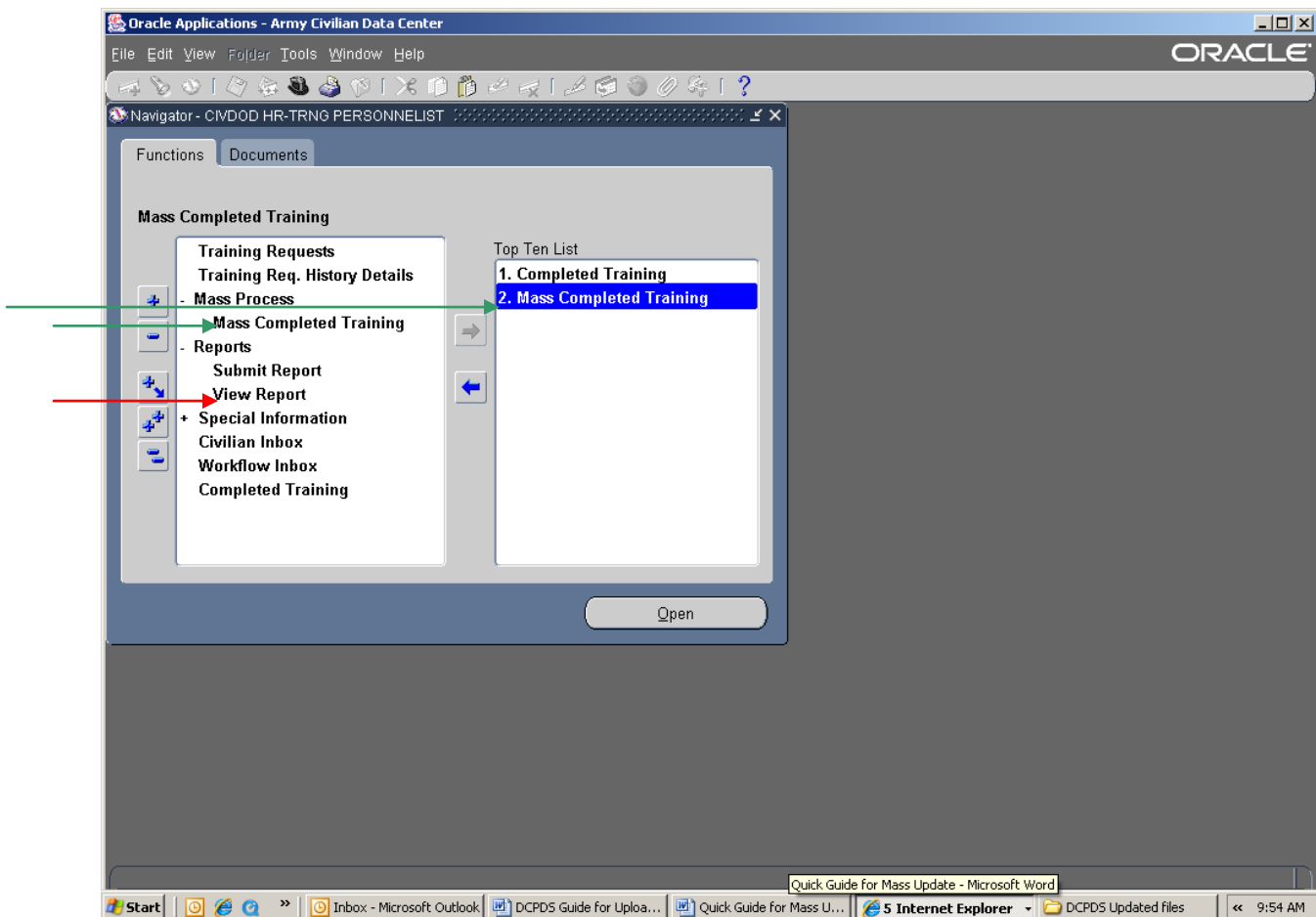


## Error Reports

Once you've exited the screen, it should take you to **Screen 23**. Below is the navigator screen that pinpoints you to the functions in which you're trying to retrieve. We want to figure out where the rest of the files are, so locate the **View Report** link under the **Reports** umbrella (highlighted by red arrow). By clicking on the **View Report** link, it will transport you to **Screen 24**.

Now notice the other two green arrows. If you want quick access to any of the function links in the left box under the title **Mass Completed Training**, then click on the link and hit the right arrow key in the middle of the screen to add it to the right side (as highlighted in blue). Now all you have to do is hit the assigned number key on your keyboard for quick access from this screen. Cool Huh???

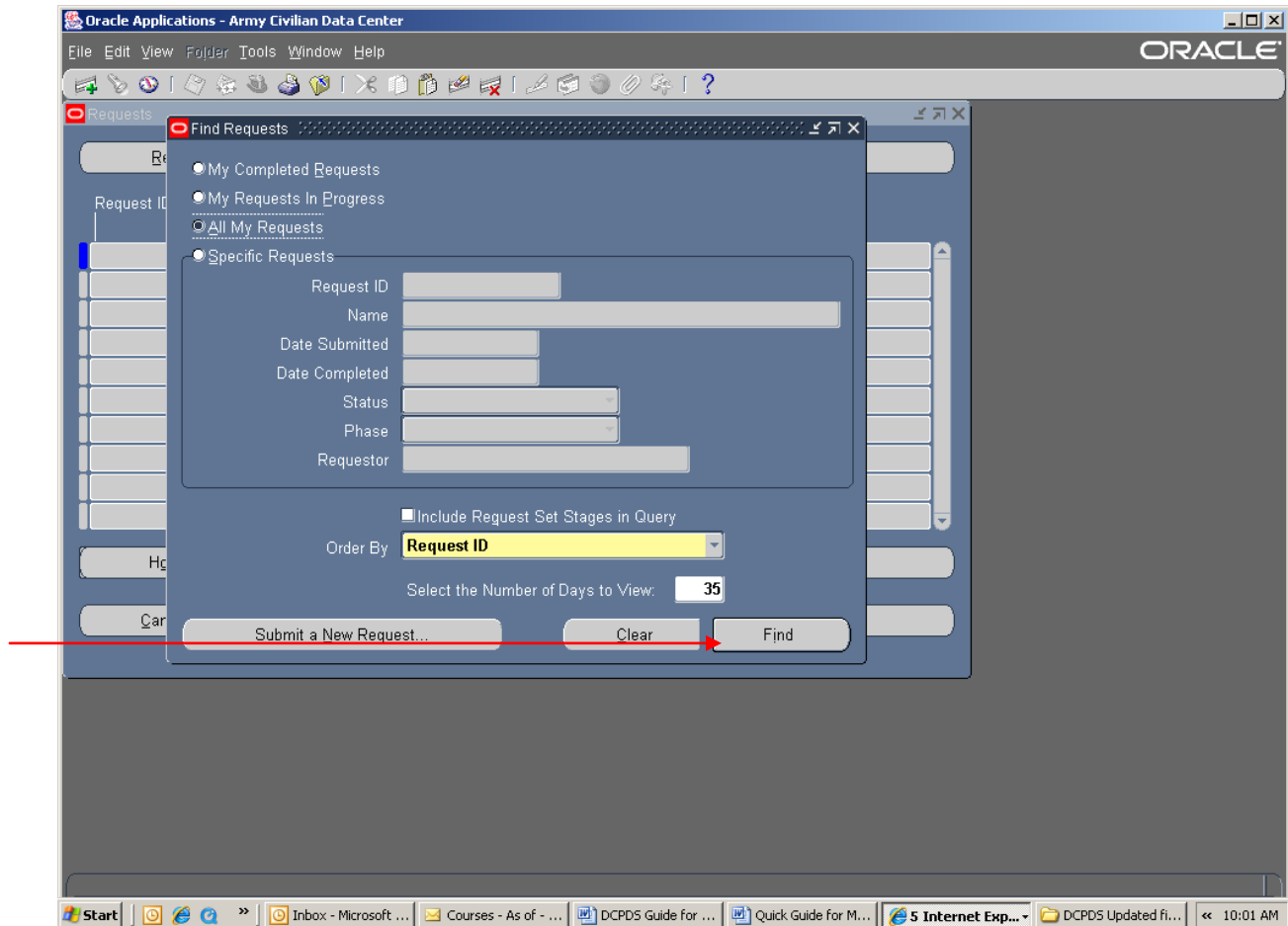
## Screen 23





By clicking on the **Find** button, the system will search through the uploaded files to find all the errors and why they didn't upload successfully. The find button is highlighted by the red arrow below.

## Screen 24



Screen 25 shows the report that pops-up as a result of clicking the **Find** button

This is the report that you will get when you have errors in your uploaded file. Using your saved excel spreadsheet, locate the files and make the necessary corrections. The name and SSN# of the training files are given to help narrow down the search in case you're dealing with thousands of training data. Again, you can also utilize the **Preview** button to catch and change incorrectly entered data. **\* Note: You'll know you've done it correctly if the system does not generate anymore error reports, or the error report says that completed training has already been entered for that specific SSN#.**

## Screen 25

The screenshot displays the Oracle Applications - Army Civilian Data Center interface. On the left, a list of requests is shown with columns for Request ID and Name. The main window displays an error report for a mass update. The report title is "Error Listing for Completed Training Mass Update". It lists the following employees who did not update:

Office	Employee Name	SSAN	Error / Reject Message
	Jones, Stephen E	247- [REDACTED]	Training Start Date must be less than or equal to Training Grad Date. Please check the uploaded data in preview for SSAN: 247-69-3497

The bottom of the screen shows the Windows taskbar with various open applications, including Microsoft Office, DCPDS Guide for..., Quick Guide for M..., and Internet Explorer.

Well congratulations, you've made it through the mass update process in one piece. I know, I know, it seems like a lot of information all at once. Just refer back to your guide when you run into a rough spot for assistance. Good job!